Time and Attendance (T&A) Validation System (TIME) Edit Messages

Latest Update Information

The following changes have been made to the T&A Validation System (TIME) Edit Messages procedure:

Section	Description of Change
TIME Edit Messages: 107 - Base Hours Worked Exceeded 80 for the Pay Period	**Modified the TIME edit messages to exclude Transportation Security Administration (TSA) for shift work using Prefix** `81`**.**
235 - Tour of Duty Not Balanced	
255 - Weekly Hours Exceed 40	
TIME Edit Messages: 500 - New TC/PREFIX 6270 6271 6272 Eff Start PP20 (10/01/20)	**Created new TIME edit messages for Paid Parental Leave (PPL).**
501 - Not enough Parental Leave Birth Balance	
502 - Not enough Parental Leave Adopt Balance 503 - Not enough Parental Leave Foster Balance	

Table of Contents

Overview

The T&A Validation System (TIME) is the edit system of National Finance Center (NFC) for time and attendance. TIME performs all editing and validating necessary for acceptance of Time and Attendance (T&A) data for payment. TIME utilizes the Payroll/Personnel System (PPS) database and table files in its edit/validation process.

The purpose of this procedure is to (1) familiarize Agencies with TIME edits so that these errors will be avoided when preparing T&As and (2) inform Agencies of the action taken by NFC to release T&As from suspense. It is not to be used for preparing T&As for processing; the Time and Attendance Instructions (TNAINST), *https://www.nfc.usda.gov/Publications/HR_Payroll/TA_Processing/Procedures/TNAINST.pdf*, should be used for that purpose.

System Interface

TIME interfaces with various subsystems of PPS. These include but are not limited to:

- webTA and Paycheck8 - TIME replicates webTA and Paycheck8 edits.

- Time and Attendance Report Online Suspense Correction and Document Addition System (TSUS) - TIME edits are corrected in TSUS.

- Adjustment Processing System (ADJP) - Corrected T&As are processed through ADJP.

- Payroll Accounting System (PACS) - T&A hours charged to accounting data are computed and processed for distribution through PACS.

- Management Account Structure Codes System (MASC) - TIME validates T&A accounting data against the accounting data table in MASC.

- Table Management System (TMGT) - TIME validates transaction code, contact point, etc., against tables in TMGT.

The T&A Process

Agencies enter T&A data. T&A data is transmitted electronically from Agency locations every 2 weeks to NFC. The data is edited in the front-end system before transmission, then further edited when processed through TIME. TIME jobs are processed and T&As are corrected daily during the processing cycle until the Payroll Computation System (PAYE) processes. All errors encountered are reflected on an error suspense file. These errors are corrected by NFC through TSUS. After correction, the data is updated on the database for subsequent payment processing.

Personnel and other payroll editing is performed in the Personnel Input and Edit System (PINE). "Cross editing" is performed between payroll/personnel data and T&A data (i.e., personnel action requiring a split T&A. Personnel offices and timekeepers must coordinate the payroll/personnel process with the T&A process to facilitate efficient and accurate payment to the employee.

Further editing is performed by PAYE which computes pay, applies deductions and adjustments as necessary, and prepares the file for issuance of salary data by the Department of the Treasury. PAYE normally processes on Thursday and/or Friday of the following week after the close of the pay period.

Front-End Edits

webTA is hosted by NFC for T&A entry. webTA and Paycheck8 perform front-end edits by utilizing table files in their edit/validation process. They validate field entries and edits for completion of required fields based on other entries. Edits are also performed in TIME. When a T&A is suspended in TIME, corrected, and released, TIME performs front-end edits (and TIME edits) to assure no new errors are encountered.

TIME Edits

TIME edits are maintained online by NFC in the TMGT, Table 34, TIME Edit Error Messages and Codes. TIME edits are established, changed, and deleted, as the need arises or based on user requests. Certain errors can be "force accepted" (i.e., released with the error) while others must be corrected. Table 34 includes a field, Force Accept Msg Code, that indicates if the error can be force accepted. Y indicates that the message can be force accepted; N indicates that it cannot be force accepted.

Nonfatal errors or **informational messages** will not prevent payment of the T&A unless a fatal error also exists. A T&A with only a nonfatal error is automatically released though the error displays in TIME suspense. The system will automatically correct certain nonfatal errors by generating certain information. For example, if Transaction Code (TC) 72, Absence Without Leave (AWOL) hours do not agree with the AWOL hours shown in the leave area of the T&A, the system will generate the hours in the leave area to agree with the hours recorded for TC 72.

A **fatal error** is an error that will prevent payment of the T&A unless the error is corrected or force accepted.

NFC Use Only error messages indicate Agency and/or NFC initiated activities. NFC initiates a "puller" to delete a T&A from the system based on Agency request. The puller places the T&A in suspense for deletion.

Certain errors require the processing of personnel actions while others require addition, deletion, or recoding of T&A data. Those requiring a personnel action, in some cases, cannot be force accepted. Payroll/Personnel Report Generator System (CULPRPT) report CULP0099, Error Analysis for T&A Processing, lists T&As that are held in suspense pending the processing of a personnel action. The CULPRPT report CULP0099 lists T&As that require the processing of a personnel action to release the T&A from suspense and is shown with the TIME edit messages for each error message that requires the processing of a personnel (or payroll) action to release the T&A. Lack of the following and other payroll data could suspend a T&A:

- Check mailing address

- Quarters allowance (per day rate)

- Separate maintenance allowance (per day rate)

- Restored annual leave data

The system edits for continuity of payment for full-time and part-time employees. The CULPRPT report CULP0013, Active Full/Part-Time Employees - T&As Not Received by the NFC, is produced each pay period for Agencies to review and transmit T&As, as appropriate, for the employees listed.

The Correction Process

NFC will attempt to contact Agencies either via telephone or telefax prior to the processing of PAYE for guidance on suspended T&As, as needed.

NFC has established guidelines for correcting T&As. These guidelines are included with the TIME edit messages under NFC Action. If NFC needs guidance from the Agency to correct a T&A and is unable to contact the Agency due to time constraints during the processing cycle, the NFC Action shown will be used to release the T&A from suspense without notifying the Agency. In most cases, the Agency will be notified of the action taken.

Agencies should refer to the biweekly CULPRPT report CULP0053, Error Analysis by Contact Point and/or the TIMET&A, Error Analysis Report by Contact Point (TIME 3201), which list the Agency's rejected T&As. To determine NFC's changes to the T&A, compare the Payroll/Personnel Inquiry System (PINQ) T&A/payment programs to the time reported on the T&A. If the Agency disagrees with the changes made by NFC, a corrected T&A must be transmitted for processing.

Reporting

Ad hoc reporting system is available through Online FOCUS Ad Hoc Reporting System (FOCUSRPT).

Internal TIME reports are produced for NFC use only; external TIME reports are produced for Agency use. A sample of the external reports are included in See the Payroll/Personnel Output (PPO) procedure manual located under the Reporting publication category on the Publications page of the NFC Web site, *https://www.nfc.usda.gov.*

The T&A-related reports that the Agencies receive at the close of the pay period should be used by:

- Timekeepers as a learning tool to avoid making these mistakes when preparing future T&As

- Personnel offices to assure all personnel actions required are processed

- Accounting offices to review for charges associated with error conditions

TIME reports are also available through the Report Generator System, CULPRPT. Below is a table of the external TIME reports and the CULPRPT counterpart, when applicable.

Note: See the CULPRPT procedure for samples of T&A-related reports.

Report ID	Title	CULPRPT Report
TIME 3201	Error Analysis by Contact Point	P0053, Error Analysis by Contact Point
TIME 4004	Leave Error Report and Letter of Information	P0152, Leave Error Report
TIME 4101	Exceeded Limitations Report to Contact Point	n/a
TIME 4102	Exceeded Limitations Report to Employing Office	n/a
TIME 4303	Remote Entry Percent of Errors	P0149, T&A Reject Percentage Report by Agency (Cumulative)
TIME 4503	T&A Reject Percentage Report by Contact Point (Cumulative)	P0054, T&A Reject Percentage Report by Contact Point (Cumulative)

About This Procedure

This procedure provides information to Agencies on the Time and Attendance (T&A) correction process used at the National Finance Center (NFC). Agencies can use this information to help avoid errors when preparing T&As. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

For questions about payroll/personnel policies and regulations, contact your Committee for Agriculture Payroll/Personnel System (CAPPS) representative.

TIME Edit Messages

The following TIME edits are maintained online by NFC in the TMGT, Table 34, TIME Edit Error Messages and Codes. All errors encountered are reflected on an error suspense file.

This section includes the following topics:

102 - Invalid Value

Code	Message
102	Invalid Value

Description

Error: The value entered does not meet system specifications.

The value for this element must be either alphabetic, numeric, or alphanumeric and must be the correct number of positions.

NFC Action

Enter the valid value or delete and reenter the Time and Attendance (T&A) Report.

103 - Appt Limit Based on Days; Pay Status Days Omitted

Code	Message
103	Appt Limit Based on Days; Pay Status Days Omitted

Description

Error: Days worked for the pay period not reported.

The appointment limitation is based on days worked; therefore, the number of days in pay status must be entered. If the employee was in nonpay status for the entire pay period, enter **00** in this field.

Note: Though an employee may not work a full day, the time worked is counted as 1 day (i.e., 4 hours worked is counted as 1 day).

Nonpay status includes leave without pay (LWOP), transaction code (TC) 71; absence without leave (AWOL), TC 72; Suspension, TC 73; and Furlough, TC 74.

NFC Action

Enter the applicable number of days.

Note: Split T&As record days worked for each T&A.

105 - Total Time With Pay Does Not Balance

Code	Message
105	Total Time With Pay Does Not Balance

Description

Error: The combined total of the Week1 and Week2 Hours and Fractions fields does not equal to the Total Time With Pay field.

The Total Time is the sum of Week1 and Week2 Hours/Fractions. Do not include monetary amounts in the total time field.

NFC Action

Review to ensure that monetary amounts have not been included in the Total Time field. Calculate and enter the correct total.

Note: Do not force.

106 - Fraction Field Must Be Blank, 1, 2, or 3

Code	Message
106	Fraction Field Must Be Blank, 1, 2, or 3

Description

Error: The fraction entry for hours worked, leave used, and leave balances does not correspond with the quarter hour requirement.

Note: This message applies to hours entries only; it does not apply to monetary entries.

NFC Action

Enter fractions as follows:

- For 1/4, enter **1**
- For 1/2, enter **2**
- For 3/4, enter **3**

107 - Base Hours Worked Exceeded 80 for the Pay Period

This topic has been updated to modify the following TIME edit message to exclude Transportation Security Administration (TSA) for shift work using Prefix 81.

Code	Message
107	Base Hours Worked Exceeded 80 for the Pay Period

Description

Error: More than 80 hours of regular time were recorded for the pay period for the following transaction codes (TCs): `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, `59`, and `60-69`.

For any hours using the prefix 81, the hours will be processed as the system is currently coded to not pay the employee for those hours. The hours will also not be applicable toward the hourly overtime cutoff. There will be no impact or changes to current configurations for leave accrual, benefits, or retirement calculations.

Note: Exclude Transportation Security Administration (TSA) Shift Work with prefix **81**, from an employee's tour of duty hours. This will allow the hours earned with prefix **81** to exceed the allowable hours (excess prefix **81** hours are to be ignored by these edits).

NFC Action

Based on the tour of duty, change the hours that exceed 80 to the appropriate overtime TCs. Contact the Agency if necessary.

109 - Separated Employee Not Allowed Advanced Leave

Code	Message
109	Separated Employee Not Allowed Advanced Leave

Description

Error: An advance leave code of **1**, **2** or **3** was recorded for a separated employee.

Separated employees are not allowed advanced annual, sick, or compensatory leave except if the separation is due to disability retirement or death.

Separation Accession Type

- **0** - No Separation
- **1** - Regular Separation
- **3** - Deceased

Advanced Leave Codes

1 - Annual Leave
2 - Sick Leave
3 - Annual and Sick Leave

Nature of Action Code/Description

301 - Retirement (Disability)
350 - Death
352 - Termination
354 - Separation (Disability)

NFC Action

Establish a record of indebtedness or death in the Special Payroll Processing System (SPPS) mainframe system if it has not been established by the Agency.

110 - Exceeds Maximum Hours of Military Leave

Code	Message
110	Exceeds Maximum Hours of Military Leave

Description

Error: The employee's total number of days charged to military leave exceeds 15.

Eligible employees are allowed to use 15 calendar days of regular military leave each fiscal year. Members of the National Guard in the District of Columbia are allowed to exceed the 18-day limitation for parades and encampments ordered under the provisions of the law.

Note: Military leave can be carried over from one fiscal year to the next fiscal year.

NFC Action

Change the excess amount to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

111 - Other Than Permanent F/T or P/T Using Mil Lv

Code	Message
111	Other Than Permanent F/T or P/T Using Mil Lv

Description

Error: Military leave was recorded for an ineligible employee.

Only a permanent full-time or a permanent part-time employee and a temporary full-time or temporary part-time employee whose appointment exceeds 1 year are eligible to use military leave.

The type of employment codes are:

- **1** - Full time

- **2** - Part time

- **5** - First 40 Hours (Full time)

The type of appointment codes for temporary appointments are:

- **04** - Competitive-Temporary, Special Need, Senior Executive Service (SES) Time-Limited/Career

- **09** - Excepted-Temporary, SES Time-Limited/Noncareer

NFC Action

If the appointment or type of employment is other than the above, change the military leave to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

112 - Days in Pay Status Omitted for Intermittent Emp

Code	Message
112	Days in Pay Status Omitted for Intermittent Emp

Description

Error: Days worked were not reported for intermittent employee.

Days worked each pay period must be recorded for intermittent employees except for Forest Service (FS) Older American enrollees. If the T&A reflects no hours worked, enter **00** in the Days (in pay status) field.

NFC Action

Enter the number of days worked in the Days (in pay status) field.

Note: Though an employee may not work a full day, the time worked is counted as 1 day (i.e., 4 hours worked is counted as 1 day).

115 - T&A Alternator Entry for Other Than FS Alternator

Code	Message
115	T&A Alternator Entry for Other Than FS Alternator

Description

Error: An entry in the Forest Service (FS) Alternator field was coded for ineligible employee.

The alternator code field (for FS employees only) on the T&A is audited in conjunction with the special employee code on the database. This field allows certain employees to change their tour on the T&A rather than processing a personnel action. A personnel action output (Standard Form (SF) 50B) is generated when this field is completed.

Employees with the following Special Employee Codes are allowed to changed their tour on the T&A:

- **09** - Mixed Tour

- **25** - FS Job Corps Mt

- **81** - Temporary Employee - FS Pilot Units

NFC Action

Delete the alternator code and notify the Agency, if appropriate.

117 - Advanced Leave Used Not Coded

Code	Message
117	Advanced Leave Used Not Coded

Description

Error: Annual and/or sick leave used exceeds leave available resulting in a negative leave balance and the advanced leave field was not coded.

The leave used is taken from the transaction code (TC) 61 and TC 62 hour entries for Week1 and Week2.

This informational message indicates that the Advanced Leave field must be coded with one of the Advanced Leave Codes identified below, when annual or sick leave used is greater than the leave available (i.e., annual or sick leave forwarded plus the pay period accrual is less than the amount being used).

- **1** - Advanced Annual Leave

- **2** - Advanced Sick Leave

- **3** - Advanced Annual and Sick Leave

NFC Action

Enter the applicable advanced leave code for the advanced leave being used.

118 - Comp Leave Used Exceeds Amount Available

Code	Message
118	Comp Leave Used Exceeds Amount Available

Description

Error: Compensatory leave used exceeds the compensatory leave available.

The leave used is taken from the transaction code (TC) 64 hour entries for Week1 and Week2.

NFC Action

Change the excess hours to:

Travel compensatory leave if available; if not
Annual leave if available; if not
Restored annual leave if available; if not
Absence without leave (AWOL).

119 - Advanced Leave Used Exceeds NTE Date

Code	Message
119	Advanced Leave Used Exceeds NTE Date

Description

Error: A negative leave balance extends beyond the appointment expiration date.

Employees with temporary appointments cannot be advanced leave that would extend beyond the not-to-exceed (NTE) date. Leave that has been advanced must be paid back by the time the appointment ends for the following temporary appointments.

Type of Appointment codes:

- **4** - Competitive (Temporary)

- **9** - Excepted (Temporary)

NFC Action

Payroll/Personnel Report Generator System (CULPRPT) Report P0099, Error Analysis for Time and Attendance Report (T&A) Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

121 - Advanced Leave Exceeds Leave Earned by Year End

Code	Message
121	Advanced Leave Exceeds Leave Earned by Year End

Description

Error: A negative leave balance exceeds the amount of leave earned through the end of the leave year.

The number of advanced annual leave hours must not exceed the number of hours that the employee will earn during the remainder of the leave year.

NFC Action

Change advanced leave to:

Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

122 - Sick Leave Cannot Be Advanced Beyond 240 Hrs

Code	Message
122	Sick Leave Cannot Be Advanced Beyond 240 Hrs

Description

Error: The negative sick leave balance exceeds 240 hours.

The maximum sick leave hours that can be advanced is limited to 240 hours.

NFC Action

Reduce the hours in excess of 240 and charge to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

123 - AUO Hours Recorded Without % Rate

Code	Message
123	AUO Hours Recorded Without % Rate

Description

Error: The hours have been recorded in the (administratively uncontrollable overtime) AUO Hours field without an entry percentage rate.

The percent field must be completed when AUO hours are recorded. When eligibility ceases, enter **99** in the % field and leave the hours blank.

The special employee code must be **03** for standby, **08** for AUO, or **26** for availability pay to receive payment.

Special Employee codes:

- **03** - Scheduled Standby AUO-Exempt/NonExempt Fair Labor Standards Act (FLSA)

- **08** - AUO Other Than Law Enforcement Personnel

- **26** - Availability Pay

NFC Action

Check Information/Research Inquiry System (IRIS) Program IR102, Dates & Misc Sal/Pers Data, Screen 2, for the applicable percentage. If this program does not display the percentage and hours, delete the data from the Time and Attendance (T&A) Report. Contact the Agency to request a personnel action, if applicable.

125 - Spec Emp Cd Must Be 01, 02, 03, 08, 12, or 26

Code	Message
125	Spec Emp Cd Must Be 01, 02, 03, 08, 12, or 26

Description

Error: The (administratively uncontrollable overtime) AUO field is coded for AUO, standby, or availability pay; however, the employee is ineligible.

Eligibility is based on the following special employee codes:

- **01** - Scheduled Standby Nonexempt Fair Labor Standards Act (FLSA)
- **02** - AUO-Nonexempt FLSA
- **03** - Scheduled Standby AUO Exempt-Nonexempt FLSA
- **08** - AUO Other Than Law Enforcement Personnel
- **12** - Supervisory/Managerial Employees, Exceed Band By 6%
- **26** - Availability Pay

NFC Action

Delete the data in the AUO field. Payroll/Personnel Report Generator System (CULPRPT) Report P0099, Error Analysis for Time and Attendance (T&A) Report Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

126 - % Must Be 07, 10, 12, 15, 17, 20, 22, 25, or 99

Code	Message
126	% Must Be 07, 10, 12, 15, 17, 20, 22, 25, or 99

Description

Error: An invalid entry was made in the administratively uncontrollable overtime (AUO) % field.

The standby or AUO percent entry must be **07**, **10**, **12**, **15**, **17**, **20**, **22**, **25**, or **99**. The availability percent must be **25** or **99**.

Note: Payment of availability pay begins and ends with the processing of a personnel action: The Time & Attendance (T&A) Report is not coded unless a corrected T&A is being processed to retroactively begin availability pay. The T&A is coded only to change the hours.

See Table Management System (TMGT) Table 050, Standby AUO Percentages, for the actual percentage rate paid based on the T&A entry.

NFC Action

Enter one of the valid percentages above or delete the data and notify the Agency.
Payroll/Personnel Report Generator System (CULPRPT) Report P0099, Error Analysis for T&A
Processing, lists T&As that require the processing of a personnel action to release the T&A from
suspense.

127 - Standby, AUO, Avail Pay Percent Required

Code	Message
127	Standby, AUO, Avail Pay Percent Required

Description

Error: Hours were recorded in the applicable administratively uncontrollable overtime (AUO)
field(s); however, the percent field is blank.

If hours are entered in the AUO field(s), the percent field must also be completed. The
percentage rate for availability pay is 25.

NFC Action

Request the percentage rate from the Agency or delete the hours shown. The percentage must be
valid on the second page of Information/Research Inquiry System (IRIS) Program IR102, Dates
and Misc Sal/Pers Data.

128 - Days Worked Exceed 14

Code	Message
128	Days Worked Exceed 14

Description

Error: The number of days recorded in the Days field exceed the number of days in a pay period.

The entry in the Days (in Pay Status) field is more than 14.

Note: Split Time and Attendance (T&A) Reports may inadvertently show 10 on each half instead of the
actual number of days worked on each half of the split. Continued T&As may inadvertently show the total
number of days worked on each T&A.

NFC Action

Enter the correct number of days.

129 - FS Quarters on T&A; No Rate on Database

Code	Message
129	FS Quarters on T&A; No Rate on Database

Description

Error: The Quarters field contains an entry; however, a personnel action was not processed to establish the deduction rate.

NFC Action

Delete the quarters from the Time and Attendance (T&A) Report and notify the Agency, if appropriate. Payroll/Personnel Report Generator System (CULPRPT) Report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Note: This message applies to Forest Service (FS) only.

130 - Days Worked Exceeds 28 for Other Than Biweekly Emp

Code	Message
130	Days Worked Exceeds 28 for Other Than Biweekly Emp

Description

Error: The Days in Pay Status field on the Time and Attendance (T&A) Report is limited to 28 days for an employee with a salary-rate-code `PD` and the "Frequency-Paid-Code" on the database is other than `0`.

NFC Action

No action necessary.

133 - Acctg Code 2, No Acctg Stored on Database

Code	Message
133	Acctg Code 2, No Acctg Stored on Database

Description

Error: The accounting code (AC) on the Time and Attendance (T&A) Report contains **2** indicating that the accounting data on the database should be used; however, the accounting data was never stored on a previously processed T&A.

The accounting data must be stored by completing the accounting data field with the applicable accounting and entering **1** in the AC field. Thereafter, AC **2** (use database) is entered in the AC field, and the accounting data fields are left blank.

NFC Action

For new employees, request the accounting data from the Agency. For other employees, use prior T&As accounting data or contact Agency.

135 - Accounting Data Must Be Shown

Code	Message
135	Accounting Data Must Be Shown

Description

Error: The accounting code (AC) is blank or contains **1** and no accounting data is shown on the Time and Attendance (T&A) Report.

The accounting data must be stored in the database and not entered on each pay period T&A or entered on the T&A each pay period if not stored.

NFC Action

Check Information/Research Inquiry System (IRIS) for the appropriate accounting code and/or Accounting Distribution Appropriation Code. If there is accounting on IRIS Program IR103, change the AC code to **2**. If blank, check (Payroll/Personnel Inquiry System (PINQ)) PQ046 for the prior pay period's T&A and enter the accounting found on the the T&A. If no accounting is found in either place, contact the Agency.

137 - Employee in Nonpay or Separated Status

Code	Message
137	Employee in Nonpay or Separated Status

Description

Error: A Time and Attendance (T&A) Report was transmitted for an employee who is in nonpay status or is separated.

The database indicates the employee is in nonpay status or is separated based on a processed personnel action. The Current Employment Status Codes are **1**, **2**, **3**, **4**, **5**, **6**, **7**, or **8** indicating the employee is in nonpay status (see table below for descriptions). The Separation-Accession Type is **1** or **2** indicating the employee is separated. Code **0** in the Separation-Accession Type field indicates active status.

Current employment Status Codes:

- **1** - Military Furlough

- **2** - Leave without pay (LWOP) (Excess 30 Days)

- **3** - Furlough reduction in force (RIF)

- **4** - Furlough (Seasonal)

- **5** - Suspension

- **6** - Furlough (Intergovernmental Personnel Act)

- **7** - Office of Workers' Compensation Programs (OWCP) - LWOP (Delete the T&A if there are zero hours recorded.)

- **8** - LWOP Pending Disability Retirement Approval (Delete the T&A if there are zero hours recorded.)

NFC Action

Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

If hours were recorded on the T&A, the T&A is force accepted. If there are no pay hours on the T&A, delete it.

139 - Change Requires a Split T&A

Code	Message
139	Change Requires a Split T&A

Description

Error: The Time and Attendance (T&A) Report submitted was not split for a personnel action effective in the processing pay period.

A personnel action or other change (i.e., service year change), requires a split T&A. If the effective date of the change occurs on days 3 through 12 of the pay period, the T&A must be split.

If the effective date of the change occurs on days 1 and 2 or 13 and 14, a split is required only if the change is effective on these days and the employee worked days 1 and 2 or 13 and 14.

NFC Action

Split the T&A in accordance with the effective date of the personnel action. When splitting the T&A, the effective date of the personnel action is always entered in the Start field on the T&A.

140 - NFC Use Only (O/R Code A Force Accept)

Code	Message
140	NFC Use Only (O/R Code A Force Accept)

Description

Error: N/A

This informational message indicates that the Time and Attendance (T&A) Report has been force accepted.

NFC Action

No action necessary.

141 - Override Code-S-Force Suspend

Code	Message
141	Override Code-S-Force Suspend

Description

Error: This message indicates the Time and Attendance (T&A) Report record has been force suspended. This code is applied directly to the T&A record available in the Time and Attendance Report Online Suspense Correction and Document Addition System (TSUS) Correction system. Unlike other suspense codes which are removed from each pass, the override code remains in the record until it is changed in the TSUS Correction system.

NFC Action

No action necessary.

142 - Override Code-A-Acctg Dist Error-Force Accepted

Code	Message
142	Override Code-A-Acctg Dist Error-Force Accepted

Description

Error: Message No. 140 is used for force accepts, except when the accounting distribution code is in error. To specifically point out this condition, this special message is used. An error is indicated by a code **E** in Acctg-Dist-Flag of the Time and Attendance (T&A) Report record.

- Accounting-Data-Use-Code that is **blank** or **0** - use T&A accounting

- Accounting-Data-Use-Code **1** - Store T&A accounting

- Accounting-Data-Use-Code **2** - Use Stored accounting

NFC Action

No action necessary.

143 - Service Year Date Requires Split T&A

Code	Message
143	Service Year Date Requires Split T&A

Description

Error: The Time and Attendance (T&A) Report was not split for the service year.

A split T&A is required on the service year anniversary date. If the service year falls within Day 3 through Day 13, a split T&A is required.

NFC Action

Split the T&A on the service year day. The T&A can be force accepted/released without splitting if:

- The service year day is Day 02 and the employee did not work on Day 01, or

- The service year day is Day 14 and the employee did not work on Day 14.

144 - Unexplained Split T&A or Status Change

Code	Message
144	Unexplained Split T&A or Status Change

Description

Error: The Status Start and/or End field was completed with no personnel action or service year to match the Time and Attendance (T&A) Report.

Certain personnel actions and changes require split T&As. See the Time and Attendance procedure for a list of occurrences that require a split T&A.

Note: A split T&A is required at fiscal year end when military leave is used and when standby or administratively uncontrollable overtime (AUO) are charged to both fiscal years.

Also, the accession or separation action date must be compatible with the T&A status change start or end day.

NFC Action

If there is a personnel action in the database, change the status start and end dates to match the dates on the personnel action. If there is no personnel action in the database, remove the status start or end dates.

146 - Value Must Be Blank, 1, or 2

Code	Message
146	Value Must Be Blank, 1, or 2

Description

Error: An invalid value entered in one of the fields below.

The valid values for the Accounting Data Use codes:

- **Blank** - Use accounting data shown on the Time and Attendance (T&A) Report
- **1** - Store accounting data
- **2** - Use database accounting data

Correction codes:

- **Blank** - Original T&A

- **1** - Corrected T&A

NFC Action

Enter the valid code.

147 - Value Must Be Blank, 1, 2, or 3

Code	Message
147	Value Must Be Blank, 1, 2, or 3

Description

Error: An invalid value was entered in one of the fields below.

The valid values for the Advanced Leave Authorization code (AL):

- **Blank** - No advance

- **1** - Annual

- **2** - Sick

- **3** - Annual and sick

FS Alternator Change code:

- **Blank** - Not Applicable

- **1** - Full-time biweekly

- **2** - Part-time biweekly

- **3** - Intermittent - no established tour

NFC Action

Enter the valid code.

148 - Oath of Office Must Be Blank or 1

Code	Message
148	Oath of Office Must Be Blank or 1

Description

Error: An invalid value was entered in the Oath of Office field.

The Oath of Office field is completed with **1** for a new employee.

NFC Action

Enter **1** in the Oath of Office field for a new employee or delete the invalid value.
Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time
and Attendance (T&A) Report Processing, lists T&As that require the processing of a personnel
action to release the T&A from suspense.

149 - Value Must Be Blank, 3, or 6-Action Code

Code	Message
149	Value Must Be Blank, 3, or 6-Action Code

Description

Error: Invalid value message used with elements:

Action Code:

- **3** - Separation

- **6** - Change of Address

NFC Action

No action necessary

150 - Value Must Be Blank or 1 Through 46

Code	Message
150	Value Must Be Blank or 1 Through 46

Description

Error: Incorrect hours were entered in the applicable (administratively uncontrollable overtime) AUO field(s).

The hours entered in the applicable AUO field(s); must be equal to or less than the employee's weekly tour of duty hours for standby, AUO, or availability pay.

NFC Action

Determine the hours to be entered based on the tour and notify the Agency, if appropriate.

151 - Quarters Deds Must Be Blank or 01 Through 28

Code	Message
151	Quarters Deds Must Be Blank or 01 Through 28

Description

Error: The value shown in the Quarters field exceeds 28.

Quarters may be recorded for a prior and current pay period only.

NFC Action

If over 28, reduce to 28.

Note: CV05 (Database 05 - All USDA) only.

153 - Days Must Be Blank or 01 Thru 14

Code	Message
153	Days Must Be Blank or 01 Thru 14

Description

Error: The Days (in Pay Status) entry is invalid.

NFC Action

Enter the applicable number of days.

154 - A/L Accrual Must Be Blank, or 01 Thru 10

Code	Message
154	A/L Accrual Must Be Blank, or 01 Thru 10

Description

Error: The annual leave accrual exceeds 10 hours.

Annual leave accrual cannot exceed 10 hours in a pay period.

Exception: Certain firefighters (other than Forest Service (FS) are allowed to accrue more than 10 hours in a pay period).

NFC Action

Enter the correct accruals for the pay period based on the leave category.

155 - Value Must Be Blank, or 00 Through 80

Code	Message
155	Value Must Be Blank, or 00 Through 80

Description

Error: An invalid entry was made in one of the fields below:

The fields listed below allow only blank or 00 through 80 in the hours portion. Message 106 edits for fractions.

- Annual Leave Used

- Sick Leave Used

- Compensatory Leave Used

- Leave Without Pay (LWOP) Used

- Absence Without Leave (AWOL) Used

- Suspension Hours Used

- Military Emergency Hours Used

- Administrative Leave Used

- Forest Service (FS) Alternator Hours

Exception: Certain firefighters (other than FS and wage marine employees tours of duty exceed 80 hours per pay period).

NFC Action

Enter the applicable hours.

156 - Value Must Be Blank, 1, 2, 3 or 4 - Sick Lv. Accrual

Code	Message
156	Values Must Be Blank, 1, 2, 3 or 4 - Sick Lv. Accrual

Description

Error: Invalid value message, used with elements - Sick Leave Accrual.

NFC Action

No action necessary.

158 - Nonpay Status Balance Cannot Exceed 2080

Code	Message
158	Nonpay Status Balance Cannot Exceed 2080

Description

Error: The cumulative nonpay status hours exceed the 2080 (maximum hours in a calendar year).

Nonpay status balance cannot exceed 2080 leave without pay (LWOP), absence without leave (AWOL), furlough, and suspension.

NFC Action

Reduce the excess amount.

159 - Total Time Cannot Exceed 320

Code	Message
159	Total Time Cannot Exceed 320

Description

Error: The total hours with pay in a pay period exceeds 320.

All transaction code (TC) hours are included in this total for the following TCs:

- **17** – Other than 40, 41, 43, & 44; INS 1931 O/T
- **49** – Remote Site Allowance
- **49** – 3 & 4; Quarters Allowance
- **51** – 1 & 8; Uniform Allowance
- **51** – 2 & 3; Sep Maintenance Allow
- **89** – Imprest Fund

- **92** – Meals

NFC Action

No action necessary.

160 - AWS Field Must Be Blank, 3, 5, 7, 8, or 9

Code	Message
160	AWS Field Must Be Blank 3, 5, 7, 8, or 9

Description

Error: An invalid alternate work schedule (AWS) code was entered.

The AWS value must be **3**, **5**, **7** or **8**, and **9** to reset to a regular work schedule.

- **3** - Four 10-hour workdays per workweek - 4/10.

- **5** - Nine workdays (eight 9-hour days and one 8-hour day) - 5/4/9.

- **7** - Variable workday hours within a 40-hour workweek (flexitour, flexitour with credit hours, gliding work schedule, variable day).

- **8** - Variable workweek hours within an 80-hour pay period (maxiflex, variable week).

- **9** - Reset - Return to regular workday/workweek schedule.

NFC Action

Enter the applicable code based on the hours recorded each week.

161 - Contact Point Not Matched to Salary

Code	Message
161	Contact Point Not Matched to Salary

Description

Error: An invalid contact point code was entered.

The contact point does not match a contact point in the Table Management System (TMGT) Table 003, Time and Attendance (T&A) Contact Point Name and Address.

NFC Action

Check Table 03, T&A Contact Point Name and Address, for the status of the contact point. The date in the Beginning Effective Date field is the date that the contact point became valid and was entered in TMGT. The Last Effective Date field, if other than 12/31/49, is the date that the contact point expired and is no longer valid as of the date shown. If the Last Effective Date is 12/31/49, the contact point is valid. If the contact point is not found or is no longer effective, change the contact point on the T&A to a valid contact point for that Agency.

OR

Enter **1** in new contact field if contact point is valid.

162 - Entry Must Be Blank or 01 Through 14

Code	Message
162	Entry Must Be Blank or 01 Through 14

Description

Error: The Status Start/End or Regular Military Days Used field has a value other than **01** through **14**.

The status Start/End or Regular Military Days Used field must be within the range of the number of days in a pay period.

NFC Action

Determine the correct value and enter in the applicable field.

163 - No Check Mailing Address

Code	Message
163	No Check Mailing Address

Description

Error: A Time and Attendance (T&A) Report was transmitted with pay due but there is no check mailing address in the database for the employee.

NFC Action

If the residence address is on the database, force accept the T&A; the check will be sent to the residence address. If the residence address is not on the database, request an address from the Agency.

Note: Force accept after first pass of pay.

166 - F/T Empl Leave Accrual Not Allowed Due to AWOP

Code	Message
166	F/T Empl Leave Accrual Not Allowed Due to AWOP

Description

Error: Leave accruals were recorded in a nonpay status pay period.

When the hours of absence without pay (AWOP) (transaction code (TC) 71, leave without pay (LWOP); TC 72, absence without leave (AWOL); TC 73, Suspension; and TC 74, Furlough) are equal to 80 (or any multiple of 80), the employee is not entitled to accrue annual or sick leave.

NFC Action

Remove accruals.

167 - NTE Date Exceeded

Code	Message
167	NTE Date Exceeded

Description

Error: An employee exceeds his/her not-to-exceed (NTE) date this pay period.

A Time and Attendance (T&A) Report must not be processed when the appointment limitation NTE date has passed unless a personnel action is processed to extend, convert, or terminate the appointment.

NFC Action

None. If the employee exceeds the limitation in the first pay period, the T&A does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Agency Action: Process the required personnel action.

168 - Emergency Military Leave Exceeds 176 Hrs

Code	Message
168	Emergency Military Leave Exceeds 176 Hrs

Description

Error: Transaction code (TC) 68 hours on the Time and Attendance (T&A) Report plus the year-to-date hours used on the database exceed 176 hours.

The maximum number of emergency military leave hours used in a calendar year cannot exceed 176 hours.

NFC Action

Take no action unless directed by the Agency.

169 - Acctg Data Use Code 2 With Acctg on T&A

Code	Message
169	Acctg Data Use Code 2 With Acctg on T&A

Description

Error: An entry of **2** in the accounting code (AC) field indicates the use of stored accounting; however, accounting data was recorded on the Time and Attendance (T&A) Report.

The accounting distribution code fields should be blank when the AC reflects **2**.

NFC Action

Remove the **2** from the AC field and use the accounting data shown on the T&A.

170 - Acctg Data Use Code 1 Limits Acctg to One Line

Code	Message
170	Acctg Data Use Code 1 Limits Acctg to One Line

Description

Error: An entry of **1** in the accounting code (AC) field indicates the one line of accounting data entered on the Time and Attendance (T&A) Report is to be stored; however, multiple lines of accounting are recorded.

Only one line of accounting data can be stored on the database. If the AC field is coded **1**, only one line of accounting can be entered on the T&A.

NFC Action

Remove the **1** in the AC field and use the accounting data shown on the T&A.

174 - Alternator Code and Hrs Both Require Entries

Code	Message
174	Alternator Code and Hrs Both Require Entries

Description

Error: There was no entry in either the Alternator Code or Hours field.

When there is an entry in the Alternator Code of a Forest Service (FS) Time and Attendance (T&A) Report, there must be a corresponding entry in the alternator hours and vice versa.

NFC Action

Enter the missing data.

Note: CV05 (Database 05 - All USDA) only.

175 - Total Other Time Does Not Equal Prefix & TC Tot

Code	Message
175	Total Other Time Does Not Equal Prefix & TC Tot

Description

Error: The combined total of the transaction code (TC) and prefix code does not equal to the Total Other Time field.

NFC Action

Calculate and enter the correct total.

176 - Total Other Time Does Not Equal Hrs/Frac Totals

Code	Message
176	Total Other Time Does Not Equal Hrs/Frac Totals

Description

Error: The combined total of the Week1 and Week2 Hours and Fractions fields do not equal to the Total Other Time field.

The Total Other Time is the sum of Week1 and Week2 Hours/Fractions.

NFC Action

Calculate and enter the correct total.

177 - Employee Exceeds Day Appt Limitation

Code	Message
177	Employee Exceeds Day Appt Limitation

Description

Error: An employee exceeds his/her day limitation this pay period.

The employee cannot work beyond the number of days established for the limitation.

NFC Action

None. If the employee exceeds the limitation in the first pay period, the Time and Attendance (T&A) Report does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Agency Action: Process the required personnel action.

179 - Employee Exceeds Monetary Appt Limit

Code	Message
179	Employee Exceeds Monetary Appt Limit

Description

Error: An employee exceeds his/her monetary limitation this pay period.

The employee cannot work beyond the monetary amount established for the limitation.

Note: Paid leave (transaction codes (TC) 60 through 69) is counted towards the hour limitation.

NFC Action

None. If the employee exceeds the limitation in the first pay period, the Time and Attendance (T&A) Report does not reject. If the employee exceeds in a subsequent pay period, the T&A cannot be force released; a personnel action is required. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Agency Action: Process the required personnel action.

180 - NFC Use Only-Leave Error

Code	Message
180	NFC Use Only-Leave Error

Description

Error: The leave balance on the Time and Attendance (T&A) Report does not agree with the leave balance in the database.

This informational message indicates that a leave error exists as a result of leave earned or used during the pay period.

The leave error will appear on the Leave Error Report (TIME 4004; Payroll/Personnel Report Generator System (CULPRPT) report P0152).

NFC Action

No action necessary; the T&A will not reject.

181 - Incorrect Leave Accrual for Full-Time Emp

Code	Message
181	Incorrect Leave Accrual for Full-Time Emp

Description

Error: This informational message indicates that the Time and Attendance (T&A) Report leave accrual does not agree with the database accrual.

This message also displays on the Time and Attendance Validation System (TIME) 3201 and Payroll/Personnel Report Generator System (CULPRPT) P0053 reports.

Annual leave accruals are based on the leave category (**4**, **6**, **8**). Employees in category **6** will earn 10 hours in the last full pay period of the calendar year unless the employee is in nonpay status for the entire pay period. In this case, the employee will not accrue leave. Sick leave accrual for all categories is always 4 hours per pay period.

The following applies to annual leave and sick leave accruals:

- A full-time or part-time employee with leave category 0 is not entitled to earn annual leave.

- An employee whose appointment is less than 90 days is entitled to sick leave accruals only.

- An executive employee (Pay Plan Ex) is not entitled to annual leave nor sick leave accrual.

Reminder: An employee does not receive accruals if in nonpay status hours for the entire pay period or when absence without leave (AWOP) reaches a multiple of 80.

If an employee is hired or separated during the pay period, accruals will be given only if the full tour is worked.

If a holiday falls on the first Monday of the pay period and a full-time employee is hired on the first Tuesday of the pay period, the employee is entitled to leave accruals, though not entitled to holiday pay.

If an employee changes from full time to intermittent or vice versa, the accruals are prorated.

NFC Action

The system automatically adjusts accruals based on the above.

182 - Incorrect Leave Accrual for Part-Time Emp

Code	Message
182	Incorrect Leave Accrual for Part-Time Emp

Description

Error: The annual or sick leave accrual recorded for a part-time employee does not agree with the system accrual for the pay period.

Part-time employees earn annual leave based on (1) the leave category and (2) base hours worked as shown below. Sick leave accrual is 1 hour for every 20 hours worked.

Leave category	Hours Worked	Leave Earned
4	20	1 hour
6	13	1 hour
8	10	1 hour

An employee accrues sick leave only, under the following conditions:

- The employee is part time and the leave category is 0
  (not entitled to earn annual leave) or

- The employee is an executive (Pay Plan Ex) or

- The employee is a Federally-controlled cooperative-type employee.

If an employee changes from part time to intermittent or vice versa, the accruals are prorated.

NFC Action

Determine the correct accruals based on the above information.

183 - Reg Military Lv Used at F/Y End Requires Split T&A

Code	Message
183	Reg Military Lv Used at F/Y End Requires Split T&A

Description

Error: A Time and Attendance (T&A) Report was not split for regular military leave used at fiscal yearend.

Regular military leave is recorded by fiscal year. If an employee uses military leave in the pay period of the fiscal year change, a split T&A is required. The fiscal year ends/begins September 30/October 1.

NFC Action

Split the T&A as required.

185 - Personnel Action Requires Status Entry on T&A

Code	Message
185	Personnel Action Requires Status Entry on T&A

Description

Error: The Start or End field is not completed for a personnel action that was submitted.

If the change action is effective from Day 2 through Day 13, the status Start or End field must be completed.

If the accession is effective on Day 13 or 14, the status Start field must be completed.

If the separation is effective on Day 1 or 2, the status End field must be completed.

NFC Action

Enter the applicable status start or end day.

187 - Employee Exceeded Temporary Promotion NTE Date

Code	Message
187	Employee Exceeded Temporary Promotion NTE Date

Description

Error: An employee exceeds his/her temporary promotion not-to-exceed (NTE) date this pay period.

The employee was temporarily promoted and cannot work beyond the NTE date at the higher grade; however, the Time and Attendance (T&A) Report reflects the employee working beyond the NTE date.

NFC Action

None. If the employee exceeds the NTE date in the first pay period, the T&A does not reject. If the employee exceeds the NTE date in a subsequent pay period, the T&A cannot be force released. A personnel action is required. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Agency Action: Either (1) demote or permanently promote the employee or (2) extend the temporary promotion.

188 - Split T&A Not Matched to Service Year Date

Code	Message
188	Split T&A Not Matched to Service Year Date

Description

Error: The status start and/or end day does not match the service year effective date.

The end day should be the day that the service year ends, the start day should be the day that the service year begins (i.e., service year ends on day 5 and starts on day 6).

NFC Action

Split the Time and Attendance (T&A) Report correctly.

189 - AWOP Exceeds 80 Hours

Code	Message
189	AWOP Exceeds 80 Hours

Description

Error: The total hours for leave without pay (LWOP), transaction code (TC) 71; absence without leave (AWOL), TC 72; Suspension, TC 73; and/or Furlough, TC 74 exceed 80 hours.

Nonpay status hours cannot exceed 80 hours in a pay period.

NFC Action

Reduce to 80 hours.

190 - Military Leave Exceeds Maximum for Part-Time Emp

Code	Message
190	Military Leave Exceeds Maximum for Part-Time Emp

Description

Error: The amount of regular military leave used exceeds the maximum allowed for a part-time employee.

Permanent part-time employees are eligible to use regular military leave on a pro-rate basis. To calculate the number of days used, divide 40 into the weekly tour of duty hours and multiply the result by 15. Carry out to three decimal places. To this total, add the military leave carryover from the database.

Note: Members of the National Guard of the District of Columbia are authorized to use military leave for all days (no limit) for parades and encampments ordered under the provisions of the law.

NFC Action

Calculate days using the above method. If the employee did exceed the maximum allowed, change excess to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

192 - Status Change Contains Duplicate Entry

Code	Message
192	Status Change Contains Duplicate Entry

Description

Error: A Time and Attendance (T&A) Report has the same value in both the status Start and/or End fields.

NFC Action

Determine which entry is valid (if any) or delete both entries.

193 - T&A Received for Separated Employee

Code	Message
193	T&A Received for Separated Employee

Description

Error: A Time and Attendance (T&A) Report is received for (1) an employee who is already separated and an accession action is required or (2) the status End day is later than the effective date of the separation action.

NFC Action

If an accession action is required, notify the Agency that the employee cannot be paid in the automated system without the accession action. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

If the status End day is later than the effective date of the separation action and the employee worked on that day, notify the Agency; the personnel action may be in error. If the employee did not work on the day after the separation effective date, change the status End day to agree with the separation date.

Caution: Do not send corrected T&As for separated employees; submit Form AD-343, Payroll Action Request.

194 - T&A Received for Paid Employee

Code	Message
194	T&A Received for Paid Employee

Description

Error: A prior or current Time and Attendance (T&A) Report is transmitted for a pay period that, according to the system, is already paid.

NFC Action

Research the pay period in question by comparing the time recorded for the T&A that is to be paid with the T&A that has been paid. If the paid T&As hours are less than the T&A in suspense, change the T&A in suspense to a corrected T&A. If the paid T&A's hours are more than the T&A in suspense, contact the Agency to determine if the T&A should be changed to a corrected T&A or deleted.

195 - Region/Unit Invalid for Forest Service

Code	Message
195	Region/Unit Invalid for Forest Service

Description

Error: The region/unit entered in the town field of the Time and Attendance (T&A) Report contact point is invalid.

NFC Action

Obtain the correct region/unit from the database.

Note: CV05 (Database 05 - All USDA) only.

201 - T/C Invalid for Forest Service

Code	Message
201	T/C Invalid for Forest Service

Description

Error: An invalid transaction code (TC) was recorded for a Forest Service (FS) employee.

Certain TCs are not for use by FS.

NFC Action

See Table Management System (TMGT) Table 032, Transaction Codes, data element, AD-319 Flag. If this element shows N, the TC cannot be used for FS. Notify the Agency that the transaction code is being deleted.

Note: CV05 (Database 05 - All USDA) only.

203 - TC Invalid for Type T&A

Code	Message
203	TC Invalid for Type T&A

Description

Error: An invalid transaction code (TC) was entered for the Time and Attendance (T&A) Report type.

Certain TCs are invalid for certain types of T&As.

NFC Action

See Table Management System (TMGT) Table 32, Transaction Codes, data element, AD-321 Flag. If this element shows N, the TC cannot be used on this form. If appropriate, notify the Agency that the code is being deleted.

205 - TC Invalid for Intermittent Employee

Code	Message
205	TC Invalid for Intermittent Employee

Description

Error: The transaction code (TC) recorded is not valid for an intermittent employee.

The following TCs cannot be used for intermittent employees:

Transaction Code	Description
04	Sunday Differential
05	Sunday Differential With Night Differential
11	Night Differential
12	Night Differential Compensatory Time
13	Night Differential Sunday Double Time
25	Overtime Over 40 With Night Differential
26	Overtime Over 8 With Night Differential
31	Holiday Worked
32	Compensatory Time Worked
41	Premium Pay on an Annual Basis (DLO)
60 through 69	Paid Leave
71 through 74	Absence Without Pay (AWOP) (Leave Without Pay (LWOP), Absence Without Leave (AWOL), Suspension, Furlough)

NFC Action

Delete the TC in question and notify the Agency.

Reminder: Though the employee may have leave from full-time or part-time status, the leave earned at that time cannot be used during intermittent status. Also, if an intermittent employee is substituting for a full-time or part-time employee (Intermittent field is coded 6), he/she is entitled to night differential.

Note: CV08 (Database 08 - Department of Homeland Security) only, if the Agency is CB, Federal Emergency Management Agency (FEMA), change the intermittent flag to 6.

206 - TC Invalid for FWS Employee

Code	Message
206	TC Invalid for FWS Employee

Description

Error: The transaction code (TC) recorded is not valid for an Federal Wage System (FWS) employee.

Certain TCs cannot be used for FWS employees.

NFC Action

See Table Management System (TMGT) Table 032, Transaction Codes, data element, Wage Plan Flag. If this element shows N, the TC cannot be used for FWS employees. Replace the invalid TC with an appropriate one (refer to the Time and Attendance Instructions for a list of TCs located under the Research and Inquiry publication category on the Publications page of the NFC Web site). Notify the Agency, if appropriate.

207 - Emp Ineligible for TC 41 or AUO % Missing

Code	Message
207	Emp Ineligible for TC 41 or AUO % Missing

Description

Error: Transaction code (TC) 41 was recorded for an ineligible employee or the administratively uncontrollable overtime (AUO) % field is blank.

The special employee code must be one of the following to use TC 41, Premium Pay on an Annual Basis (DLO):

Special Employee Code	Description
01	Schedule and Standby-nonexempt from Fair Labor Standard Act (FLSA)
02	AUO-nonexempt from FLSA
03	Scheduled standby-AUO-exempt/nonexempt from FLSA
08	AUO other than law enforcement personnel
10	Other employees, special approval/PMB, exceed band by 6%
12	Supervisory/managerial employees, exceed band by 6%
24	Panamanian National
26	Availability Pay

The AUO percentage rate must be established on the Time and Attendance (T&A) Report.

NFC Action

Delete TC 41 from the T&A and notify the Agency, if appropriate. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Note: Let spin until Thursday.

208 - TC 61 Hours Do Not Match Annual Leave Used Field

Code	Message
208	TC 61 Hours Do Not Match Annual Leave Used Field

Description

Error: The hours recorded for transaction code (TC) 61 do not match the hours recorded in the Annual Leave Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Annual Leave Used field, the hours recorded for TC 61.

NFC Action

Change the hours in the Annual Leave Used field to the hours shown for TC 61.

209 - TC 62 Hours Do Not Match Sick Leave Used Field

Code	Message
209	TC 62 Hours Do Not Match Sick Leave Used Field

Description

Error: The hours recorded for transaction code (TC) 62 do not match the hours recorded in the Sick Leave Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Sick Leave Used field, the hours recorded for TC 62.

NFC Action

Change the hours in the Sick Leave Used field to the hours shown for TC 62.

210 - TC 64 Hours Do Not Match Comp Leave Used Field

Code	Message
210	TC 64 Hours Do Not Match Comp Leave Used Field

Description

Error: The hours recorded for transaction code (TC) 64 do not match the hours recorded in the Compensatory Leave Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Compensatory Leave Used field, the hours recorded for TC 64.

NFC Action

Change the hours in the Compensatory Leave Used field to the hours shown for TC 64.

211 - TC 71 Hours Do Not Match LWOP Used Field

Code	Message
211	TC 71 Hours Do Not Match LWOP Used Field

Description

Error: The hours recorded for transaction code (TC) 71 do not match the hours recorded in the (leave without pay) LWOP Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the LWOP Used field, the hours recorded for TC 71.

NFC Action

Change the hours in the LWOP Used field to the hours shown for TC 71.

212 - TC 72 Hours Do Not Match AWOL Used Field

Code	Message
212	TC 72 Hours Do Not Match AWOL Used Field

Description

Error: The hours recorded for transaction code (TC) 72 do not match the hours recorded in the (absence without leave) AWOL Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the AWOL Used field, the hours recorded for TC 72.

NFC Action

Change the hours in the AWOL Used field to the hours shown for TC 72.

213 - TC 73 Hours Do Not Match Susp Used Field

Code	Message
213	TC 73 Hours Do Not Match Susp Used Field

Description

Error: The hours recorded for transaction code (TC) 73 do not match the hours recorded in the Suspension Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Suspension Used field, the hours recorded for TC 73.

NFC Action

Change the hours in the Suspension Used field to the hours shown for TC 73.

215 - TC 68 Do Not Match Emerg Mil Lv Used Field

Code	Message
215	TC 68 Do Not Match Emerg Mil Lv Used Field

Description

Error: The hours recorded for transaction code (TC) 68 do not correspond with the hours recorded in the Emergency Military Used field.

This informational message only displays if a fatal message exists. If a fatal message does not exist, the system generates, in the Emergency Military Leave Used field, the hours recorded for TC 68, Emergency Military Leave.

NFC Action

Change the hours in the Emergency Military Leave Used field to the hours shown for TC 68.

217 - NFC Use Only - Invalid Accounting

Code	Message
217	NFC Use Only - Invalid Accounting

Description

Error: The Time and Attendance (T&A) Report accounting data does not match any valid accounting data code in the Management Accounting Structure Codes System (MASC) table.

Accounting data is validated against the MASC table.

NFC Action

The system automatically releases the T&A with the invalid accounting data.

Agency Action: Add the accounting to MASC, if valid. If invalid, process a corrected T&A.

219 - TC Prefix Invalid

Code	Message
219	TC Prefix Invalid

Description

Error: The prefix is invalid for the transaction code (TC) entered on the Time and Attendance (T&A) Report.

The TC prefix is valid for certain TCs. (Refer to the Time and Attendance Instructions for a list of TCs and valid prefix codes.)

NFC Action

Determine the correct prefix based on the TC if possible; otherwise delete the prefix.

220 - TC Suffix Invalid

Code	Message
220	TC Suffix Invalid

Description

Error: The suffix is invalid for the transaction code (TC) entered on the Time and Attendance (T&A) Report.

The TC suffix is valid for the Federal Wage System (FWS) and other employees to record differential, union representation and to supplement certain transaction codes to vary their meaning (refer to the Time and Attendance Instructions for a list of TCs and valid suffix codes).

NFC Action

Determine the correct suffix based on the pay plan and/or TC if possible; otherwise, if the employee is a FWS employee, enter **1** in the Suffix field. If the employee is other than FWS, delete the suffix code.

221 - Forest Service Meals Entry Invalid

Code	Message
221	Forest Service Meals Entry Invalid

Description

Error: An invalid meal entry was made.

Valid values for meals are blank and 00 through 42.

NFC Action

If the number of meals exceed 42, reduce the excess and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

222 - TC Invalid

Code	Message
222	TC Invalid

Description

Error: The transaction code (TC) entered does not match a valid TC in the Table Management System in TMGT Table 032, transaction codes.

NFC Action

Enter a valid TC if it can be determined; otherwise, delete and notify the Agency, if appropriate.

223 - TC 23 Valid for FLSA Employees Only

Code	Message
223	TC 23 Valid for FLSA Employees Only

Description

Error: The employee is exempt from the Fair Labor Standards Act (FLSA), and transaction code (TC) 23, Overtime Travel Under FLSA, was recorded on the Time and Attendance (T&A) Report.

Only employees covered (nonexempt) by FLSA are eligible for TC 23. The FLSA code is entered in the Position Management System Online (PMSO).

NFC Action

Replace TC **23** with TC **21**. Notify the Agency, if appropriate.

224 - TC 22 Valid for APHIS Only

Code	Message
224	TC 22 Valid for APHIS Only

Description

Error: Transaction code (TC) 22 is recorded for an Agency other than Animal and Plant Health Inspection Service (APHIS).

TC 22, Overtime Double for Sunday Work, is valid for APHIS employees who perform inspection and quarantine services on Sunday.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

225 - TC 18 Valid for GIPSA Only

Code	Message
225	TC 18 Valid for GIPSA Only

Description

Error: Transaction code (TC) 18 is recorded for an Agency other than Grain Inspection, Packers and Stockyards Administration (GIPSA).

TC 18, Overtime Grain Appeal, is valid for GIPSA employees only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

229 - Employee Worked Varied Shift-No Rate

Code	Message
229	Employee Worked Varied Shift-No Rate

Description

Error: Suffix 4 was recorded for a Federal Wage System (FWS) employee; however, the rate was not entered on the personnel action.

NFC Action

Change to the first shift. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance (T&A) Report Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

230 - Sunday & Sunday Night Diff Cannot Exceed 32 Hrs

Code	Message
230	Sunday & Sunday Night Diff Cannot Exceed 32 Hrs

Description

Error: The total hours recorded for transaction code (TC) 04 and TC 05 exceed 32 for the pay period.

The total hours worked for TC 04, Sunday Differential, and TC 05, Sunday Differential With Night Differential, cannot exceed 32 hours for a full-time employee with an 8-hour-per-day tour of duty (alternate work schedule (AWS) code is blank or 9).

NFC Action

Contact the Agency to determine if the excess hours should be changed to TC 11, Night Differential.

231 - TC 04 or 05 Invalid for Intermittent

Code	Message
231	TC 04 or 05 Invalid for Intermittent

Description

Error:Transaction code (TC) 04 or TC 05 was recorded for a part-time or intermittent employee.

Only full-time employees are eligible for Sunday Differential (TC 04) and Sunday Differential with Night Differential
(TC 05).

NFC Action

Change to the applicable base TC (e.g., 01, 11).

232 - Suffix Not Entered for FWS Employee

Code	Message
232	Suffix Not Entered for FWS Employee

Description

Error: The shift suffix was omitted for a Federal Wage System (FWS) employee.

The suffix is used to record the shift that a FWS employee worked and to compensate the employee for night and Sunday work. The valid values for FWS employees are **1** through **7**.

NFC Action

Enter **1** in the suffix field.

233 - Employee Ineligible for COLA/Post Differential

Code	Message
233	Employee Ineligible for COLA/Post Differential

Description

Error: Transaction code (TC) **45** or TC **46** was recorded on the Time and Attendance (T&A) Report; however, the database indicates that the employee is ineligible for a cost-of-living allowance (COLA) or post differential.

Eligibility for COLA and post differential is established on a personnel action; payment is made from coding the T&A. The employee must be coded eligible before payment can be made.

The COLA/Post Differential Code must be **3**, **5**, **6**, **7**, **8**, or **9** to be eligible for COLA and **2** or **4** to be eligible for post differential. See Table Management System (TMGT) for code definitions.

Note: Code **1**, temporary duty (TDY) allowance, is for Post Differential for eligible employees on detail to a foreign duty station 3.

NFC Action

Delete TC 45 (Begin COLA) or TC 46 (Begin Post Differential) and notify the Agency. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

234 - COLA/Post Diff Hrs Exceed Hrs Worked & Paid Leave

Code	Message
234	COLA/Post Diff Hrs Exceed Hrs Worked & Paid Leave

Description

Error: The total number of hours entered for cost-of-living allowance (COLA) and/or post differential exceed the total hours recorded for the following transaction codes (TCs): `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, and `60` through `69`.

NFC Action

Reduce to the number of hours recorded under the above TCs and notify the Agency, if appropriate.

Note: Cannot be paid for more COLA than base hours worked.

235 - Tour of Duty Not Balanced

This topic has been updated to modify the following TIME edit messages to exclude Transportation Security Administration (TSA) for shift work using Prefix 81.

Code	Message
235	Tour of Duty Not Balanced

Description

Error: The base hours recorded are not equal to the employee's tour of duty hours.

The base hours in pay status must be equal to or greater than the tour of duty hours, but must not be greater than 80 hours for the pay period.

Note: The tour of duty can be less than 80 hours if the employee is hired any time other than at the beginning of the pay period, is terminated other than at the end of the pay period, or changes type of employment during the pay period.

The total for the following transaction codes (TCs) cannot exceed 80 hours: `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, `59`, `60-69`, `71`, `72`, `73`, and `74`.

Exception: The tour of duty hours can exceed 80 if the employee is filling in for absence without leave (AWOL).

For any hours using prefix 81, the hours will be processed as the system is currently coded to not pay the employee for those hours. The hours will also not be applicable toward the hourly overtime cutoff. There will be no impact or changes to current configurations for leave accrual, benefits, or retirement calculations.

Note: Exclude Transportation Security Administration (TSA) Shift Work with prefix **81** from an employee's tour of duty hours. This will allow the hours earned with prefix **81** to exceed the allowable hours (excess prefix **81** hours are to be ignored by these edits).

NFC Action

Delete the excess hours and notify the Agency, if appropriate, or fill the tour of duty by adding the necessary number of AWOL hours.

236 - Base Tour Must Be Worked Before O/T is Allowed

Code	Message
236	Base Tour Must Be Worked Before O/T is Allowed

Description

Error: Overtime hours are recorded; however, the basic tour of duty is not met.

The employee must work the basic workweek before overtime can be recorded.

Exception: Cooperative type employees are paid for overtime only; no base hours are recorded. Alternate work schedule (AWS) employees, based on their tour, may receive overtime for less than a 40-hour week (e.g., first week, 44 hours; second week, 36 hours; overtime is paid in second week for hours in excess of 36).

NFC Action

Change the overtime hours to base hours to satisfy the basic tour and notify the Agency, if appropriate.

237 - Transaction Code Not Valid for T&A

Code	Message
237	Transaction Code Not Valid for T&A

Description

Error: The transaction code (TC) used is not valid for the Time and Attendance (T&A) Report .

Certain TCs are not valid for the T&A but are valid for other system functions. The Table Management System (TMGT) Table 032, identifies TCs that are valid for the T&A. The AD-319 Flag, AD-320 Flag, and AD-321 Flag are indicators for the validity of the TC for the T&A. If this field contains **V**, the TC is valid for the T&A. If it contains **N**, it is not valid.

NFC Action

Delete and notify the Agency, if appropriate.

238 - Invalid Meal Class for Forest Service

Code	Message
238	Invalid Meal Class for Forest Service

Description

Error: The Meals Class code entered on a Forest Service (FS) Time and Attendance (T&A) Report does not match a meal class in Table Management System (TMGT) Table 041, Forest Service Meal Class.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

239 - TC Invalid for Other Time

Code	Message
239	TC Invalid for Other Time

Description

Error: An invalid transaction code (TC) was entered in the Other Time area of the Time and Attendance (T&A) Report. The hours recorded in the regular time area (top part of T&A) are applicable to certain TCs. To identify the TCs that must be entered in the regular time area, see Table Management System (TMGT) Table 032, Transaction Codes, data element Other Flag. If

this field displays **N** (Valid), the TC must be entered in the regular time area of the T&A; if it displays **V**, the TC must be entered in the Other Time area (bottom part of T&A) of the T&A.

The following TCs are valid for entry in the Other Time area of the T&A: 29, 32, 39, 40, 45, 46, 47, 48, 71, 72, 73, 74.

Transaction Code	Description
29	Credit Hours Earned
32	Compensatory Time Earned
32 (**Prefix 77**)	Compensatory Time for Religious Observance
39	Shore Leave Earned
40	Home Leave Earned
45	Begin Cost of Living Allowance
46	Begin Post Differential
47	Stop Cost of Living Allowance
48	Stop Post Differential
71	Leave Without Pay
72	Absence Without Leave
73	Suspension
74	Furlough

Exception: T&A entry for certain Agencies (Department of Commerce and General Accounting Office) may differ from above.

NFC Action

Move the data to the Total Time area of the T&A.

240 - NFC Use Only - Force Accepted Accounting

Code	Message
240	NFC Use Only - Force Accepted Accounting

Description

Error: The accounting data entered is not a valid accounting code.

This informational message indicates that the Time and Attendance (T&A) Report was force accepted although the accounting data was invalid.

NFC Action

No action necessary.

241 - TC 31 Must Have TC 65, 66, 67, or 68 & Not > Base Hrs

Code	Message
241	TC 31 Must Have TC 65, 66, 67, or 68 & Not > Base Hrs

Description

Error: Transaction code (TC) 31 is recorded without TC 65, 66, 67, or 68 or the hours recorded for TC 31 exceeds the basic tour of duty for the holiday.

TC 31 must be accompanied by TC 65, 66, 67, or 68 and cannot exceed the leave TC hours recorded for the holiday (e.g., TC 66 reflects 8 hours; TC 31 reflects 8 hours (or less); and any hours over 8 (for both TCs) would be recorded as overtime). Also, the administrative leave or other leave transaction code for the holiday must be recorded in the same week as TC 31.

Transaction Code	Definition
31	Holiday Worked
65	Regular Military Leave
66	Other Leave
67	Injury Leave
68	Emergency Military Leave

NFC Action

Change TC 31 to TC 66 if tour of duty hours are less than the established tour and the hours recorded for TC 31 would complete the tour. If TC 31 exceeds the tour for the holiday, change the excess to overtime.

242 - TC 19 and 26 Cannot Exceed TC 01

Code	Message
242	TC 19 and 26 Cannot Exceed TC 01

Description

Error: The hours recorded for transaction code (TC) 19 (Overtime Over 8) and TC 26 (Overtime Over 8 With Night Differential) exceed the hours recorded for the basic tour (e.g., TC 01 [Regular Time], 11 [Night Differential]).

NFC Action

Analyze the hours recorded and change the excess hours to base hours or override, if appropriate.

243 - TC 12 Must Have TC 32 Also

Code	Message
243	TC 12 Must Have TC 32 Also

Description

Error: Transaction code (TC) 12 is recorded without TC 32.

When TC 12, Night Differential Compensatory Time, is recorded on the Time and Attendance (T&A) Report, TC 32, Compensatory Time Worked, must also be recorded.

NFC Action

Delete and notify the Agency, if appropriate.

244 - TC 13 Must Have TC 22 Also

Code	Message
244	TC 13 Must Have TC 22 Also

Description

Error: Transaction code (TC) 13 is recorded without TC 22.

When TC 13, Night Differential Sunday Double Time, is recorded on the Time and Attendance (T&A) Report, TC 22, Overtime Double for Sunday, must also be recorded.

NFC Action

Delete and notify the Agency, if appropriate.

245 - TC 04 and TC 05 Cannot Exceed 48 Hours

Code	Message
245	TC 04 and TC 05 Cannot Exceed 48 Hours

Description

Error: Transaction code (TC) 04, Sunday Differential and TC 05, Sunday Differential With Night Differential exceed 40 hours for alternate work schedule (AWS) 3 (four 10-hour workdays per workweek) and 48 for AWS 7 (variable workday hours within a 40-hour workweek).

NFC Action

Delete excess hours and notify the Agency, if appropriate.

246 - TC 04 and TC 05 Cannot Exceed 36 Hours

Code	Message
246	TC 04 and TC 05 Cannot Exceed 36 Hours.

Description

Error: Transaction code (TC) 04, Sunday Differential and TC 05, Sunday Differential With Night Differential exceed 36 hours for alternate work schedule (AWS) 5 (eight 9-hour days and one 8-hour day per pay period).

NFC Action

Delete the excess hours and notify the Agency, if appropriate.

247 - Restored Leave Used Exceeds Restored Leave Balance

Code	Message
247	Restored Leave Used Exceeds Restored Leave Balance

Description

Error: The hours recorded for transaction code (TC) 63, Restored Annual Leave exceed the restored annual leave balance on the database.

NFC Action

Replace TC 63 with TC 61, Annual Leave.

248 - TC Invalid for Regular Time Area of T&A

Code	Message
248	TC Invalid for Regular Time Area of T&A

Description

Error: An invalid transaction code (TC) was entered in the Regular Time area of the Time and Attendance (T&A) Report.

The hours recorded in the regular time area (top part of T&A) are applicable to certain TCs. To identify the TCs that must be entered in the regular time area, see TMGT Table 032, Transaction Codes, data element Other Flag. If this field displays **N**, the TC must be entered in the regular time area of the T&A; if it displays **V**, the TC must be entered in the Other Time area (bottom part of T&A) of the T&A.

NFC Action

Delete the TC from the regular time area and enter it in the other time area of the T&A.

249 - NFC Use Only - Accounting Length Invalid

Code	Message
249	NFC Use Only - Accounting Length Invalid

Description

Error: Accounting data is too short or too long.

This informational messag.e indicates the length of the accounting data does not meet the standards for the Agency accounting. The accounting data is validated against Management Accounting Structure Codes System (MASC) and must be in the format established in MASC. If blanks are included in the accounting data, the system concatenates to avoid exceeding the number of characters allowed.

NFC Action

No action necessary.

250 - COLA/Post Diff Cannot Exceed 45 Hours in a Week

Code	Message
250	COLA/Post Diff Cannot Exceed 45 Hours in a Week.

Description

Error: The weekly hours recorded for transaction code (TC) 45 exceed 45.

The cost-of-living allowance (COLA) and/or post differential cannot exceed 45 hours each week except if the alternate work schedule (AWS) is 8 (variable workweek, maxiflex).

NFC Action

Change the hours to agree with the AWS tour if the AWS weekly tour does not exceed 45. If the tour exceeds 45 hours, enter 40 hours for each week.

251 - Meals Class and Number Both Require Entries

Code	Message
251	Meals Class and Number Both Require Entries

Description

Error: The Meal Class is completed; however, the number of meals is blank or vice versa.

When there is an entry in the Meals Class or Meals field, there must be a corresponding entry in the other field. This message applies to Forest Service only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

254 - TC 32 Hours Do Not Match Comp Leave Accrued Field

Code	Message
254	TC 32 Hours Do Not Match Comp Leave Accrued Field

Description

Error: The hours for transaction code (TC) 32, Compensatory Time Worked, are either omitted or do not match the hours recorded for Compensatory Leave Accrued.

NFC Action

Change the hours in the Compensatory Leave Accrued field to agree with the hours recorded for TC 32.

255 - Weekly Hours Exceed 40

This topic has been updated to modify the following TIME edit messages to exclude Transportation Security Administration (TSA) for shift work using Prefix 81.

Code	Message
255	Weekly Hours Exceed 40

Description

Error: The base hours recorded for the week exceed 40 for a regular employee.

Full-time employees on alternate work schedule (AWS) coded 5 (eight 9-hour days and one 8-hour day) or 8 (maxiflex, variable week) tour can exceed 40 hours per week.

Regular full-time employee's (8-hour days, 5 days per week) tour cannot exceed 40 hours per week.

If a regular full-time employee is being hired or separated during the pay period, the hours per week could be less than 40. Conversely, if the employee is filling in for absence without pay (AWOP) the hours could exceed 40 per week. For other than full-time employees, the hours worked and leave used cannot exceed 40 hours; they can, however, be less than 40. For other than full-time employees, the base hours and leave cannot exceed 40 hours; they can, however, be less than 40.

The following transaction codes (TCs) are included in the 40-hour calculation: `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, `59`, `60-69`, `71`, `72`, `73`, and `74`.

For any hours using the prefix 81, the hours will be processed as the system is currently coded to not pay the employee for those hours. The hours will also not be applicable toward the hourly overtime cutoff. There will be no impact or changes to current configurations for leave accrual, benefits, or retirement calculations.

Note: Exclude Transportation Security Administration (TSA) Shift Work with prefix `81` from an employee's tour of duty hours. This will allow the hours earned with prefix `81` to exceed the allowable hours (excess prefix `81` hours are to be ignored by these edits).

NFC Action

Change AWS schedule to 5, 7, 8, or 9.

256 - Weekly Hours Less Than 40

Code	Message
256	Weekly Hours Less Than 40

Description

Error: The base hours recorded for the week are less than 40 hours for a regular full-time employee.

A regular full-time employee (8-hour days, 5 days per week) tour cannot be less than 40 hours per week. A full-time employee on alternate work schedule (AWS) 5 (eight 9-hour days and one 8-hour day) or 8 (maxiflex, variable week) tour can be less than 40 hours per week.

If a regular full-time employee is being hired or separated during the pay period, the hours per week could be less than 40. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 40 per week.

If the employee is changing type of employment (i.e., from full-time to intermittent) other than the beginning of the pay period, the tour hours could be less than 40 for the week.

The following transaction codes (TC) are included in the 40-hour calculation: TCs **01**, **04**, **05**, **11**, **19**, **26**, **35**, **36**, **37**, **38**, **50**, **59**, **60** through **69**, **71**, **72**, **73**, and **74**.

NFC Action

If overtime is shown, reduce the overtime hours and change to base hours needed to complete the tour. If no overtime is shown, charge missing hours to absence without leave (AWOL). Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance (T&A) Report Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

258 - Weekly Hours Less Than 35 for AWS 5

Code	Message
258	Weekly Hours Less Than 35 for AWS 5

Description

Error: The base hours recorded for the week are less than 35 for an alternate work schedule (AWS) employee.

A full-time employee on AWS 5 (eight 9-hour days and one 8-hour day) tour cannot be less than 35 hours per week.

If the employee is being hired or separated during the pay period, the hours per week could be less than 35. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 35 per week.

If the employee is changing type of employment (i.e., from full time to intermittent) other than the beginning of the pay period, the tour hours could be less than 35 for the week.

The following transaction codes (TC) are included in the 35-hour calculation: TCs **01**, **04**, **05**, **11**, **19**, **26**, **35**, **36**, **37**, **38**, **50**, **59**, **60** through **69**, **71**, **72**, **73**, and **74**.

NFC Action

If overtime is shown, change to base hours needed to complete the tour. If no overtime is shown, charge missing hours to absence without leave (AWOL). Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance Report (T&A) Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

OR

Change to AWS 7 or 8.

257 - Weekly Hours Exceed 45 for AWS 5

Code	Message
257	Weekly Hours Exceed 45 for AWS 5

Description

Error: The base hours recorded for the week exceed 45 for an alternate work schedule (AWS) employee.

A full-time employee on AWS 5 (eight 9-hour days and one 8-hour day) tour cannot exceed 45 hours per week.

If the employee is being hired or separated during the pay period, the hours per week could be less than 45. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed 45 per week.

If the employee is changing type of employment (i.e., from full time to intermittent) other than the beginning of the pay period, the tour hours could be less than 45 for the week.

The following transaction codes (TC) are included in the 45-hour calculation: TCs `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, `59`, `60` through `69`, `71`, `72`, `73`, and `74`.

NFC Action

Enter correct duty hours.

259 - Weekly Hrs Exceed 35 or Less Than 45 for AWS 5

Code	Message
259	Weekly Hrs Exceed 35 or Less Than 45 for AWS 5

Description

Error: The base hours recorded exceed 35 or are less than 44 in a week.

A full-time employee on alternate work schedule (AWS) 5 (eight 9-hour days and one 8-hour day) tour hours cannot exceed 35 in one week or be less than 44 in the other week (depending on the week the 8-hour day falls).

If the employee is being hired or separated during the pay period, the hours in the week of the accession or separation could be less than the duty hours. Conversely, if the employee is filling in for absence without pay (AWOP), the hours could exceed the duty hours in a week.

If the employee is changing type of employment (i.e., from full time to intermittent) other than the beginning of the pay period, the tour hours could be less than the duty hours in a week.

The following transaction codes (TC) are included in the weekly hour calculation: TCs `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, `59`, `60` through `69`, `71`, `72`, `73`, and `74`.

NFC Action

If the hours shown in a week are less than the duty hours, and overtime is shown, change the overtime hours to base hours needed to complete the tour. If no overtime is shown, charge missing hours to absence without leave (AWOL). Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance Report (T&A) Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

If the hours shown in a week are more than the duty hours, delete the excess hours.

Enter correct duty hours.

OR

Change the work schedule.

260 - Home Leave Used Exceeds Database Balance

Code	Message
260	Home Leave Used Exceeds Database Balance

Description

Error: The hours recorded for transaction code (TC) 69, Home Leave, exceed the amount available in the database.

NFC Action

Change to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

261 - Lv Used Exceeds 8 Hrs - Night Diff in Error

Code	Message
261	Leave Used Exceeds 8 Hrs - Night Diff in Error

Description

Error: Night differential for paid leave exceeds 7 3/4 hours for the pay period.

Night differential is applied to all hours within the night differential period for paid absence for holidays, military leave, and official leave, regardless of the number of hours taken.

Night differential is applied when less than 8 hours of paid leave is used.

Night differential is not applied when paid leave used is 8 or more hours within a pay period for the following TCs:

Transaction Code	Description
59	Shore Leave
61	Annual Leave
62	Sick Leave
63	Restored Annual Leave
64	Compensatory Leave
69	Home Leave*

NFC Action

Delete the night differential and notify the Agency, if appropriate.

*Suffix 2 or 4.

262 - Region in 1501 Requires Unit in 1601

Code	Message
262	Region in 1501 Requires Unit in 1601

Description

Error: The Region code was entered on line 1501 and the unit code was not entered on line 1601.

Forest Service (FS) employees are allowed to use a management code(s) other than that of the Time and Attendance (T&A) Report Contact Point. If region 1501 is entered, the unit must be 1601 and vice versa.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

263 - Unit in 1601 Requires Region in 1501

Code	Message
263	Unit in 1601 Requires Region in 1501

Description

Error: The Unit code was entered on line 1601 and the Region code was not entered on line 1501.

Forest Service (FS) employees are allowed to use a management code(s) other than that of the Time and Attendance (T&A) Report Contact Point. If unit 1601 is entered, the region must be 1501 and vice versa.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

264 - Invalid Region in Coor 1501

Code	Message
264	Invalid Region in Coor 1501

Description

Error: The management codes are charged to another region and unit other than the region and unit shown in the Time and Attendance (T&A) Report contact point.

NFC Action

Move the transaction code (TC) to the appropriate column.

Note: This message applies to Forest Service (FS) only.

265 - Invalid Unit in Coor 1601

Code	Message
265	Invalid Unit in Coor 1601

Description

Error: The management codes are charged to another region and unit other than the region and unit shown in the Time and Attendance (T&A) Report contact point.

NFC Action

Move the transaction code (TC) to the appropriate column.

Note: This message applies to Forest Service (FS) only.

266 - TC 39 and TC 59 Valid for Dept of Commerce Only

Code	Message
266	TC 39 and TC 59 Valid for Dept of Commerce Only

Description

Error: Transaction code (TC) 39 or TC 59 is recorded for an Agency outside the Department of Commerce (DOC) and Smithsonian Institution (Federal).

TC 39, Shore Leave Earned, and TC 59, Shore Leave (Used) are valid for DOC and Smithsonian Institution (Federal) employees only.

NFC Action

Delete if other than the DOC or Smithsonian Institution (Federal) employee and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

267 - TC 50, Credit Hours, Used Exceeds Balance

Code	Message
267	TC 50, Credit Hours, Used Exceeds Balance

Description

Error: Either the hours recorded for transaction code (TC) 50, Credit Hours, exceed the amount available in the database or the employee is not coded with a **7** or **8** in the alternate work schedule (AWS) field.

NFC Action

If the employee is not coded with a **7** or **8** in the AWS field, change the AWS field to either **7** or **8**, as appropriate. If the T&A was coded with a **5** in the AWS field, change it to **8**. If the T&A was coded with a **9** in the AWS field, change it to **7**.

If the employee has the appropriate AWS code, change the credit hours to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

268 - TC 59, Shore Leave, Used Exceeds Balance

Code	Message
268	TC 59, Shore Leave, Used Exceeds Balance

Description

Error: The hours recorded for transaction code (TC) 59, Shore Leave (used), exceed the amount available in the database.Note: Shore leave applies to the Department of Commerce only.

NFC Action

Change to annual leave and notify the Agency, if appropriate.

Note: Shore leave applies to the Department of Commerce only.

269 - Advanced Sick Leave Exceeds 336 or 720 Hours

Code	Message
269	Advanced Sick Leave Exceeds 336 or 720 Hours

Description

Error: Advanced leave balance exceeds 336 or 720 hours for fire protection/prevention employee.

Fire protection and prevention personnel (occupational series code 0081) with Special Employee Code 01 (Scheduled Standby-Exempt From Fair Labor Standards Act (FLSA)) or 03 (Scheduled Standby-AUO-Exempt/Nonexempt From FLSA) are allowed to be advanced sick leave beyond 240 hours.

For Special Employee Code 01, the maximum advanced sick leave allowed is 720 hours; for Special Employee Code 03, the maximum advanced sick leave allowed is 336 hours.

NFC Action

Delete excess and notify the Agency, if appropriate.

271 - Invalid TC for Wage Marine Employee

Code	Message
271	Invalid TC for Wage Marine Employee

Description

Error: Transaction code (TC) entered on the T&A is not valid for a Wage Marine employee.

Wage Marine employees (Pay Plan WM) of the National Oceanic and Atmospheric Administration (NOAA) and Smithsonian Institution (Federal) are allowed to use only the following TCs for recording time:

Base Hours: TCs **01**, **35**, **36**, **37**, **38**, **50**, **59**, **60**, **61**, **62**, **63**, **64**, **65**, **66**, **67**, **68**, and **69**

Commuted Subsistence: TC **17** Suffix 7

Premium Pay: TCs **16**, **21**, **27**, **29**, **32**, and **39**

Absence without pay (AWOP): TCs **71**, **72**, **73**, and **74**

NFC Action

If the TC reported is for base pay, use one of the above TCs under Base Hours. If the TC reported is for overtime, delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

272 - TC 27 Valid for Occ Series 9931, 9932, 9933, 9934

Code	Message
272	TC 27 Valid for Occ Series 9931, 9932, 9933, 9934

Description

Error: Transaction code (TC) 27 is recorded for an ineligible employee.

TC 27, Overtime Plus 10% of Overtime Rate, is compensation for Engineer Officers in Occupational Series 9931, 9932, 9933, and 9934, for performing "dirty work".

NFC Action

Delete and notify the Agency. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance (T&A) Report Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Note: CV06 (Database 06 - Non-USDA, except Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

273 - TC 16 Requires Suffix

Code	Message
273	TC 16 Requires Suffix

Description

Error: Transaction code (TC) 16 is recorded without a suffix code.

TC 16, Other Pay, requires a suffix code to record duties performed by Wage Marines that are (1) hazardous, (2) outside the employee's normal responsibility, and (3) of a dirty or distasteful nature, while aboard oceangoing vessels. Below is a description of each valid suffix for TC 16.

Note: **0** is not a valid entry.

Suffix	Definition
1	Penalty Pay Regular
2	Penalty Pay Premium
3	Scuba Diving
4	Port Pay
5	Tank Cleaning Oil Regular
6	Tank Cleaning Oil Premium
7	Launch Operations
8	Dirty Work Regular
9	Dirty Work Premium

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

274 - TC 16, Suffix 7, Hours Must Equal 1

Code	Message
274	TC 16, Suffix 7, Hours Must Equal 1

Description

Error: The hours recorded for transaction code (TC) 16, Suffix 7, exceed 1.

TC 16, Suffix 7, Launch Operations (for a Wage Marine employee), hours cannot exceed 1 for the pay period.

NFC Action

Change to 1 hour.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

275 - TC 16 and TC 27 Valid for Wage Marines Only

Code	Message
275	TC 16 and TC 27 Valid for Wage Marines Only

Description

Error: Transaction code (TC) 16 or TC 17 was recorded for an ineligible employee.

TC 16, Other Pay, and TC 27, Overtime Plus 10% of Overtime Rate, are valid for National Oceanic and Atmospheric Administration (NOAA) and Smithsonian Institution (Federal) Wage Marine employees only. Below is a list of TC 16 with the valid suffix codes.

Suffix	Definition

1	Penalty Pay Regular
2	Penalty Pay Premium
3	Scuba Diving
4	Port Pay
5	Tank Cleaning Oil Regular
6	Tank Cleaning Oil Premium
7	Launch Operations
8	Dirty Work Regular
9	Dirty Work Premium

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

276 - Employee Not Eligible for Penalty Rate

Code	Message
276	Employee Not Eligible for Penalty Rate

Description

Error: Employees who record transaction code (TC) 16 Suffix 5 or 6 on their Time and Attendance (T&A) Report, the penalty rate in Table Management System (TMGT) Table 029 must be equal to the rate stated in the 0 Suffix Record in Table 077.

Transaction Code	Suffix	Description
16	5	Tank Cleaning - Oil Regular
16	6	Tank Cleaning - Oil Premium

Pay Plan WM - Wage Marines

Also see edit messages 273, 274, and 275.

NFC Action

Check TMGT Table 077 to verify if correct information was annotated on the T&A.

277 - Tour of Duty Hours for Wage Marine Less Than 80

Code	Message
277	Tour of Duty Hours for Wage Marine Less Than 80

Description

Error: The tour of duty hours for a Wage Marine employee (Pay Plan WM) are less than 80 hours.

The tour of duty transaction codes (TC) are: TCs **01**, **35**, **36**, **37**, **38**, **50**, **59**, **60**, **61**, **62**, **63**, **64**, **65**, **66**, **67**, **68**, **69**, **71**, **72**, **73**, and **74**.

NFC Action

Charge missing hours to absence without leave (AWOL).

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

278 - Tour of Duty Hours for Wage Marine > 112

Code	Message
278	Tour of Duty Hours for Wage Marine > 112

Description

Error: The tour of duty hours for a Wage Marine employee (Pay Plan WM) are more than 112 hours.

The tour of duty transaction codes (TC) are: TCs **01**, **35**, **36**, **37**, **38**, **50**, **59**, **60**, **61**, **62**, **63**, **64**, **65**, **66**, **67**, **68**, **69**, **71**, **72**, **73**, and **74**.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

279 - Tour of Duty Hours Not Met for Wage Marine

Code	Message
279	Tour of Duty Hours Not Met for Wage Marine

Description

Error: The tour of duty hours are less than the required tour of duty hours for a Wage Marine employee.

The tour of duty hours for a Wage Marine employee (Pay Plan WM) are between 80 and 112 hours. If the pay period hours for the tour are not met, absence without leave (AWOL) must be charged. The tour of duty transaction codes (TC) are: TCs `01`, `35`, `36`, `37`, `38`, `50`, `59`, `60`, `61`, `62`, `63`, `64`, `65`, `66`, `67`, `68`, `69`, `71`, `72`, `73`, and `74`.

NFC Action

Charge AWOL for the missing hours.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

280 - TC 45 and TC 46 Must Have Hours Entered

Code	Message
280	TC 45 and TC 46 Must Have Hours Entered

Description

Error: Transaction code (TC) 45 or TC 46 is recorded with no entry in the Hours field.

Eligibility for cost-of-living allowance (COLA) and post differential is established on a personnel action; payment is based on recording TC 45, COLA, or TC 46, Post Differential, on

the Time and Attendance (T&A) Report. To begin payment, the T&A must be coded with the number of hours the employee is entitled to receive.

NFC Action

Delete these TCs and hours.

282 - Leave Accruals Not Allowed on Both Halves of Split

Code	Message
282	Leave Accruals Not Allowed on Both Halves of Split

Description

Error: Leave accruals are recorded on both halves of a split Time and Attendance (T&A) Report.

Leave accruals are to be recorded on the second half of a split T&A only; do not record leave accruals on the first half or both halves of the split T&A.

NFC Action

Enter accruals on the second half (start half) of a split T&A.

283 - TC 17, GOV, Exceeds 56 Trips

Code	Message
283	TC 17, GOV, Exceeds 56 Trips

Description

Error: The number of trips recorded for transaction code (TC) 17 exceed 56 for the pay period.

Certain employees are entitled to the use of a Government-owned/leased vehicle (GOV) to commute to and from their residence/place of employment. If the number of one way trips in a month exceeds two, all trips are taxable and reported on the Time and Attendance (T&A) Report. The number of trips cannot exceed 56 in a pay period.

NFC Action

Reduce the excess amount and notify the Agency, if appropriate.

284 - TC 17, Suffix 1, Valid for Smithsonian Only

Code	Message
284	TC 17, Suffix 1,Valid for Smithsonian Only

Description

Error: Transaction code (TC) 17, Suffix 1, is recorded for an ineligible employee.

TC 17, Suffix 1, Sales Commission, is for Smithsonian Institution (Agencies 70, 71, 72, 73, and 77) employees only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

285 - TC 17 Suffix Must Be Blank, 1, or 4 Thru 9

Code	Message
285	TC 17 Suffix Must Be Blank, 1, or 4 Thru 9

Description

Error: The suffix code for transaction code (TC) 17 is invalid.

The following suffix codes are valid for TC 17:

Suffix	Definition

1	Sales Commission (Smithsonian Institution only)
4	Incentive Pay (Bureau of the Census and Bureau of the Public Debt only)
5	Ship Inspection Overtime (Federal Communications Commission only)
6	Services/Payment (Senate Restaurant only)
7	Tips-Cash Received (Senate Restaurant and National Oceanic and Atmospheric Administration only)
8	Chauffeur-Driven Auto
9	Parking

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

286 - TC 62 Invalid for Ag 71, 73, 77 With 90 Day Appt

Code	Message
286	TC 62 Invalid for Ag 71, 73, 77 With 90 Day Appt

Description

Error: Transaction Code (TC) 62, Sick Leave, was recorded for ineligible employee.

Smithsonian Institution Agencies 71, 73, and 77 employees whose appointments are for 90 days, cannot earn or use sick leave.

NFC Action

Change sick leave to absence without leave (AWOL).

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

287 - Prefix Must Be Blank for Remote Site Allow (TC 49)

Code	Message
287	Prefix Must Be Blank for Remote Site Allow (TC 49)

Description

Error: The prefix field contains an entry for transaction code (TC) 49.

A prefix is not allowed for TC 49, Remote Site Allowance.

NFC Action

Remove the prefix.

288 - Prefix Must Be Blank for Quarters Allowance

Code	Message
288	Prefix Must Be Blank for Quarters Allowance

Description

Error: The prefix field contains an entry for transaction code (TC) 49, Suffix 3 or 4.

A prefix is not allowed for TC 49, Suffix 3, Quarters Allowance Not Taxable, and TC 49, Suffix 4, Quarters Allowance Taxable.

NFC Action

Remove the prefix code.

289 - Quarters Allowance Days Cannot Exceed 14

Code	Message
289	Quarters Allowance Days Cannot Exceed 14

Description

Error: The number of days recorded for transaction code (TC) 49, Suffix 3 or 4, exceed 14.

Quarters Allowance (TC 49, Suffixes 3 and 4) that is reported on a daily basis is recorded on the Time and Attendance (T&A) Report. The number of days for quarters allowance cannot exceed

14. If days are being reported for a prior pay period, process a corrected T&A; do not show prior pay period days on a current T&A if it will result in quarters exceeding 14 for the pay period.

NFC Action

Reduce to 14 and notify the Agency, if appropriate.

290 - Danger Pay Prefix Must Be 05, 10, 15, 20, 25, 30, 35

Code	Message
290	Danger Pay Prefix Must Be 05, 10, 15, 20, 25, 30, 35

Description

Error: The percentage rate is not shown in the Prefix field for transaction code (TC) 49, Suffix 9.

TC 49, Suffix 9, Danger Pay, requires completion of the Prefix field to calculate the percentage rate for danger pay hours worked.

NFC Action

Use 05 as the prefix code.

291 - Danger Pay Hours Must Be 80 or Less for Pay Period

Code	Message
291	Danger Pay Hours Must Be 80 or Less for Pay Period

Description

Error: Transaction code (TC) 49, Suffix 9, Danger Pay, hours exceed 80 for the pay period.

NFC Action

Delete excess hours and notify the Agency, if appropriate.

292 - TC 49 Suffix Must Be Blank, 3, 4, or 9

Code	Message
292	TC 49 Suffix Must Be Blank, 3, 4, or 9

Description

Error: An invalid entry is made in the Suffix field for transaction code (TC) 49.

The valid suffix codes for TC 49 are listed below:

Suffix	Definition
Blank	Remote Worksite Allowance
3	Quarters Allowance Not Taxable
4	Quarters Allowance Taxable
9	Danger Pay Allowance

NFC Action

Delete hours and notify the Agency, if appropriate.

293 - TC 70 Valid for NOAA Wage Marines Only

Code	Message
293	TC 70 Valid for NOAA Wage Marines Only

Description

Error: Transaction code (TC) 70 is recorded for an ineligible employee.

TC 70, Logging-Forfeiture of Pay, is valid for the Department of Commerce, National Oceanic and Atmospheric Administration Wage Marine employees only.

NFC Action

Delete hours and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

294 - T&A Dropped-Duplicate Transmitted in Same Pass

Code	Message
294	T&A Dropped-Duplicate Transmitted in Same Pass

Description

Error: Two identical Time and Attendance (T&A) Report were transmitted for the same pay period.

This informational message indicates that one of two identical T&As was purposely deleted. If two identical T&As are transmitted in the same pass of the pay period, one T&A is automatically deleted.

NFC Action

If two T&As are received for the same pay period, one is deleted by the system.

295 - T&A Dropped-Already Applied to Database

Code	Message
295	T&A Dropped-Already Applied to Database

Description

Error: A Time and Attendance (T&A) Report was transmitted that has already applied to the database.

This informational message indicates that a duplicate T&A is transmitted with the same information as the T&A on the database. The system automatically deletes the last transmitted T&A.

NFC Action

If two T&As are received for the same pay period, one is deleted by the system.

296 - Pay Plan AE, IC, & RA Cannot Accrue A/L, S/L

Code	Message
296	Pay Plan AE, IC, & RA Cannot Accrue A/L, S/L

Description

Error: Annual and/or sick leave accruals are shown for ineligible employee.

Smithsonian Institution employees with Pay Plans AE (Determined by the Secretary), IC (Consultant), and RA (Approved by the Board of Regents) are not entitled to earn annual or sick leave.

NFC Action

Delete accruals and notify the Agency.

297 - No Quarters Deduction Rate on Database

Code	Message
297	No Quarters Deduction Rate on Database

Description

Error: Transaction code (TC) 49, Suffix 3 or 4, was recorded on the Time and Attendance (T&A) Report; however, the quarters rate has not been established on the database.

The quarters rate must be established on a personnel action. Quarters Allowance (TC 49 Suffix 3, Quarters Allowance Not Taxable, or TC 49 Suffix 4, Quarters Allowance Taxable) is reported on the T&A.

NFC Action

Delete the quarters allowance and notify the Agency. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

302 - Supplemental T&A Cannot Be Used to Correct Leave

Code	Message
302	Supplemental T&A Cannot Be Used to Correct Leave

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: A supplemental Time and Attendance (T&A) Report was submitted to correct leave earned or used.

A supplemental T&A is used only to add overtime (overtime and compensatory time for the Department of Commerce) that was previously omitted from the original T&A. A corrected T&A should be processed for any other corrections.

NFC Action

Delete the supplemental T&A and notify the Agency, if appropriate.

Note: Use code 1 for corrected T&As.

303 - NFC Use Only - SSN Change

Code	Message
303	NFC Use Only - SSN Change

Description

Error: A Social Security number (SSN) change occurred and the previous SSN is shown.

This informational message indicates that the SSN on the Time and Attendance (T&A) Report does not match the SSN on the database as a result of a SSN change. The system will accept the previous SSN on the T&A in the pay period of the change.

NFC Action

No action necessary.

305 - No. of Pgs. Not Equal to Continued Code

Code	Message
305	No. of Pgs. Not Equal to Continued Code

Description

Error: The number of pages entered in the Continued field are not compatible with the number of pages transmitted.

The Continued field entry must agree with the number of pages for the continued Time and Attendance (T&A) Report (e.g., 2 for 2 pages, 3 for 3 pages). This field must be blank for a single T&A.

NFC Action

Enter the correct code for the number of pages.

306 - Split T/A Missing Status Change Entry

Code	Message
306	Split T/A Missing Status Change Entry

Description

Error: Two Time and Attendance (T&A) Report were transmitted for the same pay period with an entry in either the Start or End field.

Both the Status Start and End fields must be completed for a split T&A.

If two T&As with identical Social Security numbers (SSN), pay period numbers, and contact points contain an entry in either the Status Start or End field, it is assumed that the other status field requires an entry.

NFC Action

Check Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, to see if the T&A is split for a personnel action or access Payroll/Personnel Inquiry System (PINQ) to determine if the T&A is split for the service year. Determine the appropriate action to be taken to process the T&A.

307 - Future Pay Period No. on T&A Not Allowed

Code	Message
307	Future Pay Period No. on T&A Not Allowed

Description

Error: Time and Attendance (T&A) Report was transmitted for a future pay period.

The system has the capability to process prior T&As; however, it cannot hold a future pay period T&A until the processing of that pay period.

NFC Action

Delete and notify the Agency, if appropriate.

308 - Unmatched Personnel Puller Type 3 Release

Code	Message
308	Unmatched Personnel Puller Type 3 Release

Description

Error: Time and Attendance (T&A) Report containing personnel actions code **3** (separations) or code **6** (change of address) are suspended until they are released by a Type 3 puller from Personnel Input and Edit System (PINE) 90. This message indicates that either the wrong personnel action was created in PINE 90 or that the T&A has been removed from the Time and Attendance Validation System (TIME) system or is still out on the suspense file awaiting corrections. The puller is retained on a special hold file until the T&A is returned to the TIME system or until the unmatched condition is resolved.

NFC Action

No action necessary.

309 - NFC Use Only - T&A Force Deleted

Code	Message
309	NFC Use Only - T&A Force Deleted

Description

Error: N/A

This informational message indicates that a Time and Attendance (T&A) Report has been deleted by the system (e.g., duplicate T&A, indebtedness)

NFC Action

No action necessary.

310 - Duplicate Pullers

Code	Message
310	Duplicate Pullers

Description

Error: When more than one type O puller is entered into the system for the same Social Security number (SSN) and pay period, all but one puller will be rejected and this message will print on the Time and Attendance Validation System (TIME) 3008 report.

NFC Action

No action necessary.

311 - T&A Already Paid

Code	Message
311	T&A Already Paid

Description

Error: A Time and Attendance (T&A) Report which has been paid is transmitted again.

A T&A is received for a pay period that has already been paid with no indication of being a corrected T&A.

NFC Action

If both T&As are identical, delete one. If they are different, change the last transmitted T&A to a corrected T&A.

312 - Duplicate T&A

Code	Message
312	Duplicate T&A

Description

Error: Two (or more) Time and Attendance (T&A) Reports are received for the same pay period with no indication of being a corrected, split, or continued T&A.

NFC Action

Delete the T&A that was transmitted first; release the T&A that was transmitted last.

313 - Continuation Code Must Be 2 or 3 for Cont. T&A

Code	Message
313	Continuation Code Must Be 2 or 3 for Cont. T&A

Description

Error: An entry other than **2** or **3** is shown in the Continued field.

A continued Time and Attendance (T&A) Report is used when the number of transaction codes (TC) and/or accounting data entries exceed 11. A continued T&A may contain a maximum of 30 lines of transactions. Each page of the continued T&A must contain the number of pages in the Continued field (e.g., 2 for 2 pages, 3 for 3 pages).

Warning: This field must be blank for a single T&A.

NFC Action

Enter the correct code for the number of pages.

314 - Corr. Code Must Be 1 or 2 for Corr/Supp T&A

Code	Message
314	Corr. Code Must Be 1 or 2 for Corr/Supp T&A

Description

Error: An entry of **1** is shown in the Corrected (Time and Attendance Report) T&A field.

A corrected T&A is used to correct information on the transmitted original T&A. A supplemental T&A is used to add overtime and/or compensatory time that was omitted from the original T&A.

Code the (corrected/supplemental) CS field according to the type of T&A as follows:

Note: Supplemental T&As are no longer issued through the payroll process.

Type T&A	Code

Corrected	**1**
Supplemental	**2** (NFC no longer processes supplemental T&As.)

NFC Action

Enter a **1** for the type of T&A transmitted.

315 - Corrected/Supp T&A with No Original Processed

Code	Message
315	Corrected/Supp T&A with No Original Processed

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: The Agency transmitted a corrected Time and Attendance (T&A) Report; however, there is no indication that the original T&A processed in the system.

An original T&A must be processed before a corrected T&A can be processed.

NFC Action

Remove the code for a corrected T&A and process as a regular T&A.

316 - Correction T&A - Unmatched on SSNO and/or Agency

Code	Message
316	Correction T&A - Unmatched on SSNO and/or Agency

Description

Error: The Agency transmitted a corrected Time and Attendance Report (T&A); however, the Social Security number (SSN) and/or Agency on the T&A does not match the data processed in the system for the employee.

An original T&A must be processed before a corrected T&A can be processed.

NFC Action

Remove the code for a corrected T&A and process as a regular T&A.

317 - Supplemental T&A - Pay Period Not on Data Base

Code	Message
317	Supplemental T&A - Pay Period Not on Data Base

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: A supplemental Time and Attendance (T&A) Report must find a match on the database or it will be suspended. This message indicates the Social Security number (SSN) was found but the original T&A for the pay period in question was not found on the database.

Correction Code 2 - Supplemental T&A (NFC no longer processes supplemental T&As.)

NFC Action

Remove the code for a corrected T&A and process as a regular T&A.

318 - Supplemental T&A - Unmatched on SSNO and/or Agency

Code	Message
318	Supplemental T&A - Unmatched on SSNO and/or Agency

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: A supplemental Time and Attendance (T&A) Report must find a match on the database or it will be suspended. This message indicates either the Social Security number (SSN) and/or Agency on the T&A does not match to the database for this employee.

Correction Code 2 - Supplemental T&A (NFC no longer processes supplemental T&As.)

NFC Action

Remove the code for a corrected T&A and process as a regular T&A.

319 - Multiple Pay Period T&As Rejected as a Group

Code	Message
319	Multiple Pay Period T&As Rejected as a Group

Description

Error: An error exists on one (or more) of multiple pay period Time and Attendance (T&A) Reports.

T&As for two or more pay periods are processed as a group in the sense that when one T&A is in error, the entire group is suspended though the other T&As may be without error. The T&As in error will show the applicable error message which requires correction. The T&As without error will show this informational message 319 only.

NFC Action

Correct T&As in error. This T&A will release when the other T&A error(s) is corrected.

320 - Prior T&A(s) Without Current T&A

Code	Message
320	Prior T&A(s) Without Current T&A

Description

Error: A prior Time and Attendance (T&A) Report was transmitted without a current T&A transmission.

A prior T&A will not release without the current T&A for a full-time or part-time employee. This informational message displays until the current T&A is entered in the system. Message 319 will also display with this message.

If the current T&A is not entered by the last Time and Attendance Validation System (TIME) release, the prior T&As will release providing there are no other errors.

NFC Action

The system automatically releases the prior T&A on the last pass of the Payroll Computation System (PAYE).

321 - Personnel Puller Not Matched

Code	Message
321	Personnel Puller Not Matched

Description

Error: A personnel puller from Personnel Input and Edit System (PINE) does not have a Time and Attendance (T&A) Report to revalidate. This message indicates Time and Attendance Validation System (TIME) has not processed a T&A for this Social Security number (SSN).

NFC Action

No action necessary.

322 - Social Security Number or Agency Incorrect

Code	Message
322	Social Security Number or Agency Incorrect

Description

Error: An incorrect Social Security number (SSN) or Agency code entered on a Time and Attendance (T&A) Report or an accession or Agency change personnel action is needed.

The SSN and Agency code must match the SSN and Agency code on the database for the employee.

If the employee is newly hired or the employee, transferred from one Agency to another within the Department and the personnel action has not been transmitted, is in suspense or has an incorrect SSN or Agency, this message will display.

Note: This message applies to regular, continued, split, and corrected T&As.

NFC Action

Access Information/Research Inquiry System (IRIS) to verify the SSN and Agency code entered on the T&A. If either is incorrect, correct as applicable. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

323 - NFC Use Only - Incorrect SSN Type O Puller

Code	Message
323	NFC Use Only - Incorrect SSN Type O Puller

Description

Error: An incorrect Social Security number (SSN) was entered on a Time and Attendance (T&A) Report puller, or there is no accession action for T&A puller.

This informational message indicates that the SSN entered for a Type O puller does not match a SSN on the database or the accession action has not applied to the database.

NFC Action

See your supervisor for guidance.

324 - NFC Use Only-Original T&A Replaced by Corrected

Code	Message
324	NFC Use Only-Original T&A Replaced by Corrected

Description

Error: A corrected Time and Attendance (T&A) Report submitted is identical to an original T&A.

This informational message displays when the corrected T&A is identical to the original T&A and the original T&A has not been paid. The original T&A is automatically deleted and the corrected T&A is processed as the original.

If the original T&A has been paid, it will remain on the database and the corrected T&A will be sent to Adjustment processing.

NFC Action

The system converts the corrected T&A to an original T&A as applicable.

325 - NFC Use Only-Regular & Supp T&A Combined

Code	Message
325	NFC Use Only-Regular & Supp T&A Combined

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: N/A

This informational message indicates that the system combines a supplemental Time and Attendance (T&A) Report with a regular T&A if the regular T&A has not been paid or sends the supplemental T&A to Adjustment Processing System (ADJP) if it has been paid.

NFC Action

No action necessary.

327 - Transaction Lines Exceed 30

Code	Message
327	Transaction Lines Exceed 30

Description

Error: The number of lines used for the pay period exceed 30.

The maximum number of lines recorded on a Time and Attendance (T&A) Report for one pay period is 30. A continued T&A is used when the number of transaction codes and/or accounting lines exceed 11.

NFC Action

Combine base pay hours accounting to reduce the lines used to 30.

328 - Number of T&A Pages Exceed 12

Code	Message
328	Number of T&A Pages Exceed 12

Description

Error: The number of pages for a Time and Attendance (T&A) Report exceed the amount that can be processed in a pay period.

The maximum number of T&A pages allowed in a pay period is 12. This amount is derived from the following:

T&A Type	Maximum Pages
Continued	3
Split Continued	6
Split Continued Corrected	12

NFC Action

Delete the T&As that are causing the error.

329 - Pay Periods Not Consecutive for F/T or P/T Emp

Code	Message
329	Pay Periods Not Consecutive for F/T or P/T Emp

Description

Error: A Time and Attendance (T&A) Report is missing.

The system edits for continuity of payment for part-time and full-time employees each pay period. A T&A should be processed each pay period for part-time and full-time employees unless a personnel action is processed whereby a T&A is not required (i.e., absence without pay for 30 days or more).

If a group of late T&As are being processed in a pay period, the range of T&As must be consecutive. All T&As must be included in the grouping otherwise none of the T&As in the group nor the current T&A will be paid.

Example: The processing pay period is 10. The employee was not paid for Pay Periods 07, 08, and 09. Late T&As were entered for Pay Periods 07 and 09; Pay Period 08 is missing. The system will suspend the current T&A for the status of the Pay Period 08 T&A.

If a T&A is missing, the current T&A suspends with this message. The remaining T&As suspend with message 319 until this message is corrected (i.e., the missing T&A is entered).

NFC Action

The T&A will remain in suspense until the Agency enters the missing T&A or a personnel action in the system or until the first pass of Time and Attendance Validation System (TIME) after Payroll Computation System (PAYE) (Pass 90).

330 - NFC Use Only-T&As Same PP, 2 Different Agencies

Code	Message
330	NFC Use Only-T&As Same PP, 2 Different Agencies

Description

Error: Time and Attendance (T&A) Report for the same pay period were received from two different Agencies.

NFC Action

Review the validity of both T&As and take the necessary action.

331 - If Worked at 2 Agys on Same Day

Code	Message
331	If Worked at 2 Agys on Same Day

Description

Error: When an employee has Time and Attendance (T&A) Report documents in the same pay period for more than one Agency, the documents are suspended until Force Accepted (Enter override code). The T&As will then be processed as two separate employees.

NFC Action

No action necessary.

332 - Supp & Corrected T&As Not Allowed in Same PP

Code	Message
332	Supp & Corrected T&As Not Allowed in Same PP

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: A supplemental and corrected Time and Attendance (T&A) Report are entered with the same pay period number.

A corrected T&A is used to correct information on the transmitted original T&A. A supplemental T&A is used to add overtime and compensatory time that was previously omitted from the original T&A. If there is a need to process both, process a corrected T&A and include the supplemental T&A information on the corrected T&A.

NFC Action

Delete the supplemental T&A and include the information from the supplemental T&A with the corrected T&A.

Note: Enter the code **1** (Corrected) in the CS field.

333 - Personnel Puller Dropped Superceded by TA Puller

Code	Message
333	Personnel Puller Dropped Superceded by TA Puller

Description

Error: A Time and Attendance (T&A) Report puller and a personnel puller were entered in the same pass.

A puller is used to retrieve a personnel action or a T&A and place the action or T&A in suspense in order to modify or delete. The T&A puller is accomplished by NFC through the Time and Attendance Report Online Suspense Correction and Document Addition System (TSUS).

If a puller is placed on both the personnel action and the T&A, the T&A puller will take precedence and appear in the Time and Attendance Validation System (TIME) suspense. The personnel puller will be overridden and will not appear in the personnel suspense.

NFC Action

No action necessary.

334 - NFC Use Only-T&A Retrieved by Type O Puller

Code	Message
334	NFC Use Only-T&A Retrieved by Type O Puller

Description

Error: N/A

A Type O Time and Attendance (T&A) Report puller is accomplished by National Finance Center (NFC) through the Time and Attendance Report Online Suspense Correction and Document Addition System (TSUS) and is used to retrieve a T&A from the database or the transmission file and place it in the Time and Attendance Validation System (TIME) suspense in order to modify or delete. The T&A is suspended until the puller is released.

This is an informational message and indicates that the T&A is being retrieved from the database or the transmission file. Once the puller is released, this message will automatically disappear.

NFC Action

No action necessary.

335 - T&A Suspended From New Business by Type O Puller

Code	Message
335	T&A Suspended From New Business by Type O Puller

Description

Error: The type O puller is entered into the system through the Time and Attendance Report Online Suspense Correction and Document Addition System (TSUS). It is entered on request to suspend a specific Time and Attendance (T&A) Report record.

The matching T&A record is suspended for one pass or until the suspense file is released to the Time and Attendance Validation System (TIME) system.

This message indicates the T&A was pulled from new business. Message number 334 is used when the T&A is pulled from the database.

NFC Action

No action necessary.

336 - T&A Suspended Due to Personnel Puller

Code	Message
336	T&A Suspended Due to Personnel Puller

Description

Error: N/A

The Time and Attendance (T&A) Report is automatically retrieved from the database and placed in suspense for one pass only when a personnel puller is initiated.

This informational message indicates that a T&A is being retrieved from the database or the transmission file until the personnel puller is released. This message will automatically disappear when the personnel puller is released.

NFC Action

No action necessary.

337 - T&A Released From Suspense Personnel Puller No 3

Code	Message
337	T&A Released From Suspense Personnel Puller No. 3

Description

Error: Time and Attendance (T&A) Report containing personnel actions Code **3** (separation) or Code **6** (change of address) are suspended in the Time and Attendance Validation System (TIME) system until the T&A document is pulled from the tub files and a personnel action submitted to the Personnel Input and Edit System (PINE) subsystem. When the action is processed through the PINE subsystem, 90 creates a type 3 puller to notify the TIME subsystem to release the T&A. (Applicable for AD-319 and AD-321 only).

NFC Action

No action necessary.

338 - T&A Suspended-New Business-Personnel Puller No 1

Code	Message
338	T&A Suspended-New Business-Personnel Puller No 1

Description

Error: Personnel Puller No. 1 is generated in Personnel Input and Edit System (PINE) 90 when a personnel action has been suspended.

It suspends the matching Time and Attendance (T&A) Report record for one pass only. PINE 90 will create the puller each pass until the personnel action is entered on the database.

This message indicates the T&A was suspended from new business. Message No. 336 is used when the T&A is suspended from the database.

When the personnel puller contains a value of `1` in the action code, assign coordinate 3101 to the ID-3 error message record to print the description: "Accession Document" on the error list.

NFC Action

No action necessary.

339 - T&A Suspended-Contains Personnel Actn Code 3 or 6

Code	Message
339	T&A Suspended-Contains Personnel Actn Code 3 or 6

Description

Error: Time and Attendance (T&A) Report containing Action Codes 3 (separation) or 6 (change of address) are suspended in the Time and Attendance Validation System (TIME) system until T&A document is pulled from the tub files and a personnel action is submitted to the Personnel Input and Edit System (PINE) subsystem. When the action is processed through the PINE subsystem, PINE 90 creates a type 3 puller to notify the TIME subsystem to release the T&A. (Applicable on AD-319 and AD-321 only.)

NFC Action

No action necessary.

340 - NFC Use Only - T&A Revalidated Due to Pers Action

Code	Message
340	NFC Use Only - T&A Revalidated Due to Pers Action

Description

Error: N/A

This informational message indicates that a Time and Attendance (T&A) Report from the transmission file or the database is revalidated based on the processing of a personnel action. The T&A will release when the next Time and Attendance Validation System (TIME) job executes provided there are no errors on the personnel action.

NFC Action

No action necessary.

341 - New Business T&A Revalidated - Personnel Puller 2

Code	Message
341	New Business T&A Revalidated - Personnel Puller 2

Description

Error: When a late personnel action is processed in the Personnel Input and Edit System (PINE) subsystem, PINE 90 sends a puller No. 2 to the Time and Attendance Validation System (TIME) subsystem to pull and revalidate the matching T&A.

This message indicates the Time and Attendance (T&A) Report was pulled from new business. Message No. 340 is used when the T&A is pulled from the database.

NFC Action

No action necessary

342 - Status Change Omitted From Supplemental T&A

Code	Message
342	Status Change Omitted From Supplemental T&A

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: An entry in the Start or End status fields was omitted for a supplemental Time and Attendance (T&A) Report. A supplemental T&A is received to add data that was previously omitted from an original T&A. The status change field must be completed on the supplemental T&A if it was completed on the original T&A.

NFC Action

Enter the status day shown on the original T&A.

344 - Cont. or Split T&As Rejected as a Group

Code	Message
344	Cont. or Split T&As Rejected as a Group

Description

Error: One of a continued or split Time and Attendance (T&A) Report is in error.

A continued or split T&A is processed as a group in the sense that when one T&A is in error, the remaining T&As are suspended though no error exists. The T&A in error will show the applicable error message which requires correction. The T&As without error will show this informational message (344) only.

NFC Action

Correct the T&A in error. The remaining T&As will release when the other T&A error is corrected.

345 - T&A Error Cannot Be Force Accepted

Code	Message
345	T&A Error Cannot Be Force Accepted

Description

Error: Attempt to force accept a Time and Attendance (T&A) Report failed.

Certain Time and Attendance Validation System (TIME) errors can be force accepted/released without correcting the error; others cannot be released. This informational message displays when either (1) an attempt was made to force accept an error that cannot be force accepted (the error must be corrected) or (2) the error can only be force accepted on the last TIME job (Pass 90).

Once the force accept is placed on the T&A, the T&A will either release in the pass of the force accept or release in Pass 90, depending on the error.

Table Management System (TMGT) Table 034, Time Edit Error Messages and Codes, identifies TIME errors that can/cannot be force accepted. Force Accept Msg Code **Y** indicates yes, the message can be force accepted; Code **N** indicates the message cannot be force accepted.

NFC Action

Follow the instructions given in this procedure on the fatal error.

346 - Late T&A Greater Than 4 Prior Pay Periods

Code	Message
346	Late T&A Greater Than 4 Prior Pay Periods

Description

Error: A prior Time and Attendance (T&A) Report was received too late for processing in the system.

The system is capable of processing original T&As up to four pay periods late. Original T&As prior to this timeframe must be processed manually.

Example: The processing pay period is 5. Prior T&As for Pay Periods 01 through 04 can be processed in Pay Period 05. However, a Pay Period 26 (or earlier) T&A must be processed manually.

NFC Action

If the employee was paid for the pay period of the T&A and the hours paid were more or less than the hours recorded on the late T&A, change the late T&A to a corrected T&A.

If the employee was not paid for the pay period of the T&A, delete the T&A and have the Agency submit a Special Payroll Processing System (SPPS) request for payment.

347 - T&A Must Be Paid Manually - Spec Emp Code 30 or 35

Code	Message
347	T&A Must Be Paid Manually - Spec Emp Code 30 or 35

Description

Error: A Time and Attendance (T&A) Report was transmitted for a manually paid employee.

Special Employee Code **30** (Overseas Employee Not National Finance Center (NFC) Payrolled) and Special Employee Code **35** (Manually Paid Employee) are paid manually each pay period; they cannot be paid in the automated system. The T&A for a manually paid employee was inadvertently entered into the system for processing.

NFC Action

If a personnel action is not present to change the special employee code, delete the T&A and send to the Manual Pay Unit for processing. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

348 - T&A Coded Final - No Separation Action

Code	Message
348	T&A Coded Final - No Separation Action

Description

Error: A separation action is needed to process the final Time and Attendance (T&A) Report.

A separation action is required when the T&A is coded final. The T&A should not be coded final if the employee is transferring from one Agency to another within the Department.

NFC Action

The National Finance Center (NFC) will force accept the T&A. The T&A will not be paid on the first schedule. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Note: To force accept the T&A, the final and status end day must be coded on T&A.

349 - Pay Period Prior to Last Time Paid

Code	Message
349	Pay Period Prior to Last Time Paid

Description

Error: The pay period number of the prior original Time and Attendance (T&A) Report received is earlier than the last T&A paid in the system.

Prior original T&A processing must be sequential.

NFC Action

If the employee was paid for the prior T&A and the hours paid were more or less than the hours recorded on the late T&A, change the prior T&A to a corrected T&A. If the employee was not paid, delete the T&A and contact the Agency.

352 - Personnel Puller Did Not Suspend T&A - T&A Paid

Code	Message
352	Personnel Puller Did Not Suspend T&A - T&A Paid

Description

Error: A puller was placed on a paid Time and Attendance (T&A) Report.

A puller is used to retrieve a personnel action or a T&A and place the action or T&A in suspense in order to modify or delete. The T&A puller is accomplished by the National Finance Center (NFC) through the Time and Attendance Report Online Suspense Correction and Document Addition System (TSUS). If a puller is placed on a paid T&A, this informational message displays indicating that the personnel puller did not suspend the T&A. This message displays for only one pass.

NFC Action

No action necessary.

353 - Lv Accrual for PT Emp on Corr TA Not = to Orig TA

Code	Message
353	Lv Accrual for PT Emp on Corr TA Not = to Orig T&A

Description

Error: The leave accruals on a corrected Time and Attendance (T&A) Report are different than the leave accruals on the original T&A.

This informational message indicates there is a discrepancy on the leave accrued on a corrected T&A. The annual and sick leave accruals on a corrected T&A for a prior pay period are compared to the original pay period T&A. If a difference exists, all subsequent pay period T&As (excluding the current T&A) are retrieved from history and sent to the Adjustment Processing System (ADJP) as corrected T&As.

Note: This message applies to part-time employees only.

NFC Action

The system sends the applicable T&As to ADJP.

354 - PT Carryover Hrs on Corr T&A Not = to Org. T&A

Code	Message
354	PT Carryover Hrs on Corr T&A Not = to Org. T&A

Description

Error: The leave carryover on a corrected Time and Attendance (T&A) Report is different than the leave carryover on the original T&A.

This informational message indicates there is a discrepancy on the leave carryover on a corrected T&A. The annual and sick carryover hours on a corrected T&A for a prior pay period are compared to the original T&A for that pay period. If a difference exists, all subsequent pay period T&As (excluding the current T&A) are retrieved from history and sent to the Adjustment Processing System (ADJP) as corrected T&As.

Note: This message applies to part-time employees only.

NFC Action

The system sends the applicable T&As to ADJP.

355 - AWOP Used Hours on Corr T&A Not Eq to Orig. T&A

Code	Message
355	AWOP Used Hours on Corr T&A Not Eq to Orig.T&A

Description

Error: The leave carryover on a corrected Time and Attendance (T&A) Report is different than the leave carryover on the original T&A.

This informational message indicates there is a discrepancy on absence without pay (AWOP) on a corrected T&A. Leave without pay (LWOP), absence without leave (AWOL), suspension, or furlough hours on a corrected T&A for a prior pay period are compared to the original T&A for that pay period. If a difference exists, all subsequent pay period T&As (excluding the current T&A) are retrieved from history and sent to Adjustment Processing System (ADJP) as corrected T&As.

NFC Action

The system sends the applicable T&As to ADJP.

356 - Annual Lv Used on Corr T&A Exceeds Orig T&A

Code	Message
356	Annual Lv Used on Corr T&A Exceeds Orig T&A

Description

Error: The annual leave used on a corrected Time and Attendance (T&A) Report is different than the annual leave used on the original T&A.

This informational message indicates there is a discrepancy on annual leave used on a corrected T&A. If the annual leave used on a corrected T&A is greater than the original T&A and results in a negative annual leave balance, the T&A is suspended unless the Advanced Leave field is coded **1** or **3**.

NFC Action

The system sends the applicable T&As to the Adjustment Processing System (ADJP).

357 - Sick Lv Used on Corr T&A Exceeds Orig T&A

Code	Message
357	Sick Lv Used on Corr T&A Exceeds Orig T&A

Description

Error: The sick leave used on the corrected T&A is different than the sick leave used on the original Time and Attendance (T&A) Report.

This informational message indicates there is a discrepancy on sick leave used on a corrected T&A. If the sick leave used on a corrected T&A is greater than the original T&A and results in a negative sick leave balance, the T&A is suspended unless the Advanced Leave field is coded **2** or **3**.

NFC Action

The system sends the applicable T&As to the Adjustment Processing System (ADJP).

358 - Restored Lv Used on Corr T&A Exceeds Orig T&A

Code	Message
358	Restored Lv Used on Corr T&A Exceeds Orig T&A

Description

Error: The restored annual leave used on the corrected Time and Attendance (T&A) Report is different than the restored annual leave used on the original T&A.

This informational message indicates there is a discrepancy on restored annual leave used on a corrected T&A. If the restored leave used on a corrected T&A is greater than the original T&A, the T&A is suspended.

NFC Action

The system sends the applicable T&As to the Adjustment Processing System (ADJP).

359 - Comp Lv Used on Corr T&A Exceeds Orig T&A

Code	Message
359	Comp Lv Used on Corr T&A Exceeds Orig T&A

Description

Error: The compensatory leave used on the corrected Time and Attendance (T&A) Report is different than the compensatory leave used on the original T&A.

This informational message indicates there is a discrepancy on compensatory leave used on a corrected T&A. If the compensatory leave used on a corrected T&A is greater than the original T&A, the T&A is suspended.

NFC Action

The system sends the applicable T&As to the Adjustment Processing System (ADJP).

361 - Emerg Mil Lv Used on Corr T&A Exceeds CY Max

Code	Message
361	Emerg Mil Lv Used on Corr T&A Exceeds CY Max

Description

Error: The emergency military leave used on the corrected T&A exceeds the maximum amount allowed in a calendar year.

This informational message indicates there is a discrepancy on emergency military leave used on a corrected Time and Attendance (T&A) Report. Emergency military leave is limited to 176 hours per calendar year. The corrected T&A hours used results in the employee exceeding the maximum amount allowed.

NFC Action

The system sends the applicable T&As to the Adjustment Processing System (ADJP).

363 - Tour Chg on Corr T&A Earlier Than Pr PP

Code	Message
363	Tour Chg on Corr T&A Earlier Than Pr PP

Description

Error: A tour change is not allowed on a Time and Attendance (T&A) Report effective over two pay periods.

Agricultural Marketing Service and certain Forest Service (FS) employees are allowed to change their tour on the T&A in lieu of processing a personnel action. The system only accepts tour changes on the T&A for the prior and current pay period.

The T&A in question is more than two pay periods prior; therefore, the tour change cannot be done on the T&A.

NFC Action

Delete the tour change and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) only.

364 - Pay Plan WC Employee T&A Cannot Process in System

Code	Message
364	Pay Plan WC Employee T&A Cannot Process in System

Description

Error: A Time and Attendance (T&A) Report was transmitted for an employee without compensation.

Employees whose pay plan is without compensation (WC), T&As are not to be entered in the automated system.

NFC Action

Delete the T&A and notify the Agency, if appropriate. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

365 - Corrected T&A Suspended With Regular T&A

Code	Message
365	Corrected T&A Suspended With Regular T&A

Description

Error: An error or current Time and Attendance (T&A) Report suspends a corrected T&A.

A corrected T&A is suspended when the current T&A is suspended. Once the current T&A is released, the corrected T&A should release, if it is free of errors.

NFC Action

Delete the original T&A and make the corrected T&A the original.

366 - Supplemental T&A Suspended-Orig T&A Pulled

Code	Message
366	Supplemental T&A Suspended-Orig T&A Pulled

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: N/A

A supplemental Time and Attendance (T&A) Report is suspended when the original T&A is pulled from the database.

NFC Action

If the original T&A was pulled to be paid manually, send the supplemental T&A to the Manual Pay Unit for processing.

367 - T&A Puller Exists; Personnel Puller Not Required

Code	Message
367	T&A Puller Exists; Personnel Puller Not Required

Description

Error: A Time and Attendance (T&A) Report puller and a personnel puller were entered.

A personnel puller automatically suspends a T&A. Therefore, it is not necessary to place a puller on the T&A if a personnel puller exists.

If a personnel puller is initiated after the T&A puller, this informational message displays in the Time and Attendance Validation System (TIME) suspense.

NFC Action

Take the necessary action based on the request to initiate the T&A puller.

368 - T&A Coded Pulled

Code	Message
368	T&A Coded Pulled

Description

Error: A duplicate puller was entered.

This informational message indicates that a Time and Attendance (T&A) Report puller was entered for a T&A that has been previously pulled.

NFC Action

No action necessary.

369 - Cannot Force Accept Invalid Appropriation

Code	Message
369	Cannot Force Accept Invalid Appropriation

Description

Error: An attempt was made to force accept an invalid appropriation code.

A Time and Attendance (T&A) Report cannot release from suspense with invalid appropriation; the invalid appropriation must be corrected; it cannot be force accepted.

NFC Action

Use appropriation from previous T&A.

371 - Invalid Fiscal Year for Acctg Data

Code	Message
371	Invalid Fiscal Year for Acctg Data

Description

Error: The fiscal year for the accounting data for the Time and Attendance (T&A) Report being processed is neither for the current nor the prior fiscal year.

The T&As accounting data must be for the current or prior fiscal year; any other accounting is invalid.

NFC Action

Change the accounting fiscal year to either the prior or current year.

372 - Acctg Data Usage Code 1 Invalid for FY Chg T&A

Code	Message
372	Acctg Data Usage Code 1 Invalid for FY Chg T&A

Description

Error: The accounting data is being stored in the pay period of the change.

Accounting data cannot be stored in the pay period of the fiscal year change; it must be stored in the next pay period.

Reminder: Only one line of accounting can be stored. Also, accounting data cannot be stored if the employee is in nonpay status for the entire pay period.

NFC Action

Remove AC Code **1** from the Time and Attendance (T&A) Report.

373 - Acctg Data Usage Code 2 Invalid for FY Split T&A

Code	Message
373	Acctg Data Usage Code 2 Invalid for FY Split T&A

Description

Error: AC Code 2 was entered on a Time and Attendance (T&A) Report that was split for the fiscal year change.

AC Code 2 cannot be used on a T&A that is split for the fiscal year change.

NFC Action

Remove the AC Code **2** from the T&A.

374 - Corr or Supp T&A - Invalid Pay Period Number

Code	Message
374	Corr or Supp T&A - Invalid Pay Period Number

Description

Note: Supplemental T&As are no longer issued through the payroll process.

Error: An invalid pay period number was entered on a corrected Time and Attendance (T&A) Report.

The pay period number on a corrected T&A must be between **1** and **27**.

NFC Action

Delete and notify the Agency, if necessary.

376 - Incentive Pay Valid for Agencies 63, AB, and CP Only

Code	Message
376	Incentive Pay Valid for Agencies 63, AB, and CP Only

Description

Error: Transaction code (TC) 17, Suffix 4, was recorded for an Agency other than the Bureau of Census or the Bureau of the Public Debt.

Only Agency 63, Bureau of Census, and Agency AB, Bureau of the Public Debt, employees are eligible for incentive pay (TC 17, Suffix 4).

NFC Action

Delete incentive pay from the Time and Attendance (T&A) Report and notify the Agency if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) and CV07 (Database 07 - Department of the Treasury) only.

377 - Pref 77 Valid With TC 32 (Comp Worked Relig) Only

Code	Message
377	Prefix 77 Valid with TC 32 (Comp Worked Relig) Only

Description

Error: The Time and Attendance (T&A) Report reflects Prefix 77 with a transaction code (TC) other than **32**.

Compensatory time worked for religious observance is recorded using TC **32** with Prefix 77 only.

NFC Action

Delete the TC from the T&A and notify the Agency, if appropriate.

378 - Invalid Regular and Schedule Overtime Code

Code	Message
378	Invalid Regular and Schedule Overtime Code

Description

Error: The following values are valid in the regular schedule overtime code Federal Wage System (FWS)-Federal Employees' Group Life Insurance (FEGLI)-SHIFT (Old Earnings-Statement-Block).

Values:

- **Blank** - None

- **1** - 1st week scheduled for overtime (OT)

- **2** - 2nd week scheduled for OT

- **3** - Both weeks scheduled for OT

- **4** - Can exceed earnings limitation

- **5** - 1st week scheduled for OT and can exceed earnings limit

- **6** - 2nd week scheduled for OT and can exceed earnings limit

- **7** - Both weeks scheduled for OT and can exceed earnings limit

- **8** and **9** not currently used

NFC Action

No action necessary.

379 - Final Flag Must Be 1

Code	Message
379	Final Flag Must Be 1

Description

Error: The Final field contains an invalid entry.

The final Time and Attendance (T&A) Report indicator (final flag) value must be **1** except for Forest Service (FS) and the Department of Justice employees. No other entries are accepted.

NFC Action

Change the entry to **1**.

380 - Final Code, Other Than 1 is Valid for AG 11-FS Only

Code	Message
380	Final Code, Other Than 1 is Valid for AG 11-FS Only

Description

Error: Code Other 1 is valid only for the following Agencies and Departments:

- Agency 11 - Forest Service

- Agency 93 - Internal Revenue Service

- Agency BB - Immigration and Customs Enforcement

- Agency CI - Citizenship and Immigration Services

- Agency CU - Bureau of Customs and Border Protection

All Department of Justice employees (DJ)

- Final Code 1 - Final Time and Attendance (T&A) Report

- Final Code 4 - 1st week Fair Labor Standards Act (FLSA) Change (Exempt to nonexempt)

- Final Code 5 - 1st week FLSA Change (Exempt to nonexempt) + Final

- Final Code 6 - 2nd week FLSA Change (Exempt to nonexempt)

- Final Code 7 - 2nd week FLSA Change (Exempt to nonexempt) + Final

- Final Code 8 - Both weeks FLSA Change (Exempt to nonexempt)

- Final Code 9 - Both weeks FLSA Change (Exempt to nonexempt) + Final

This error check and message is done in the 379 edit paragraph.

NFC Action

No action necessary.

381 - Incentive Pay Cannot Exceed $900

Code	Message
381	Incentive Pay Cannot Exceed $900

Description

Error: The amount entered for transaction code (TC) 17, Suffix 4 is greater than $900 for Agency AB, Bureau of the Public Debt, or $500 for Agency 63, Bureau of the Census.

The maximum amount allowed for incentive pay (TC 17, Suffix 4) in a pay period is $900 for Agency AB and $500 for Agency 63.

NFC Action

Delete and notify the Agency, if appropriate.

382 - DOJ/FS Final Flag Must Be 8 or 9 With AWS 5 or 8

Code	Message
382	DOJ/FS Final Flag Must Be 8 or 9 With AWS 5 or 8

Description

Error: The Final field is coded other than 8 or 9 for alternate work schedule (AWS) 5 or 8.

Final flag entry must be 8 (Both Weeks Fair Labor Standards Act (FLSA) Code Change E to N) or 9 (Both Weeks FLSA Code Change E to N and Final Time and Attendance (T&A) Report) for Alternate Work Schedule 5 (9 Workdays) or 8 (Variable Workweek).

NFC Action

Delete and notify the Agency, if appropriate.

Note: This message applies to Forest Service and the Department of Justice only.

384 - Final Flag 4 or 9 Valid for FS and DOJ Only

Code	Message
384	Final Flag 4 or 9 Valid for FS and DOJ Only

Description

Error: The Final field is coded **4** or **9** for other than Forest Service (FS) or the Department of Justice.

Final flag entry of **4** through **9** is valid for FS and the Department of Justice Fair Labor Standards Act (FLSA) exempt employees only.

Final Flag Code	Definition Final T&A
4	1st Week FLSA Code Change (E to N)
5	1st Week FLSA Code Change (E to N) and Final Time and Attendance (T&A) Report
6	2nd Week FLSA Code Change (E to N)
7	2nd Week FLSA Code Change (E to N) and Final T&A
8	Both Weeks FLSA Code Change (E to N)
9	Both Weeks FLSA Code Change (E to N) and Final T&A

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV05 (Database 05 - All USDA) and CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

387 - Suffix Must Be 1, 2, 3, or 8 for TC 51

Code	Message
387	Suffix Must Be 1, 2, 3, or 8 for TC 51

Description

Error: An invalid suffix code was entered for transaction code (TC) 51.

TC 51 is used to record separate maintenance allowance and uniform allowance. Suffix codes are used to distinguish the two allowances. Below is the valid suffix codes that are associated with TC 51.

Transaction Code	Suffix	Description
51	1	Uniform Allowance (taxable)
51	8	Uniform Allowance (tax exempt)
51	2	Separate Maintenance Allowance (tax exempt)

51	3	Separate Maintenance Allowance (taxable)

NFC Action

Delete and notify the Agency, if appropriate.

388 - Prefix Must Be Blank for TC 51

Code	Message
388	Prefix Must Be Blank for TC 51

Description

Error: An entry was made in the Prefix field transaction code (TC) 51.

TC 51 is used to record separate maintenance allowance and uniform allowance. Suffix codes are used to distinguish the two allowances. A prefix code is not allowed for this TC.

NFC Action

Delete the prefix code and notify the Agency, if appropriate.

389 - Sep Maintenance Allowance Entry Must Be 1 Thru 14

Code	Message
389	Sep Maintenance Allowance Entry Must Be 1 Thru 14

Description

Error: An invalid entry in the Hours field was made for transaction code (TC) 51, Suffix 2 or 3.

TC 51, Suffix Codes 2 or 3, is used to record separate maintenance allowance. The number of days the employee is being reimbursed for housing costs is recorded in the Week1/Week2 hours field of the Time and Attendance (T&A) Report. The valid values are `1` through `14`.

NFC Action

Delete and notify the Agency, if appropriate.

390 - No Rate in Database for Sep Maintenance Allowance

Code	Message
390	No Rate in Database for Sep Maintenance Allowance

Description

Error: Transaction Code (TC) 51, Suffix 2 or 3, is recorded on the Time and Attendance (T&A) Report; however, no rate was established for separate maintenance allowance in the database.

TC 51, Suffix Codes 2 and 3, is used to record separate maintenance allowance. The number of days the employee is being reimbursed for housing costs is recorded in the Week1/Week2 hours field of the T&A. The valid values are **1** through **14**.

The rate at which the employee is to be paid is entered in the Human Capital Management System (EmpowHR) or the Entry, Processing, Inquiry, and Correction System (EPIC). If a rate has not been established, the Time and Attendance (T&A) Report will reject.

NFC Action

Delete the separate maintenance allowance from the T&A and notify the Agency, if appropriate. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of an action to release the T&A from suspense.

392 - TC 17 Suffix 5 (Ship Inspection) for FCC Only

Code	Message
392	TC 17 Suffix 5 (Ship Inspection) for FCC Only

Description

Error: Transaction Code (TC) 17, Suffix 5, was recorded for an Agency other than the Federal Communications Commission (FCC).

TC 17, Suffix 5, Ship Inspection Overtime Pay, is for the FCC (Agency 21) employees use only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

394 - Credit Hours Exceed Maximum Allowed

Code	Message
394	Credit Hours Exceed Maximum Allowed

Description

Error: Hours recorded for transaction code (TC) 29 exceed 24.

TC 29, Credit Hours Worked, are hours worked in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

Eligible full-time employees are allowed to carryover a maximum of 24 credit hours; part-time employees may carryover an amount equal to 1/4 of the biweekly work requirement.

This informational message displays when the employee exceeds the maximum amount allowed.

NFC Action

Reduce the excess hours and notify the Agency.

395 - AWS Other Than 7 or 8 - Inelig to Earn Credit Hours

Code	Message
395	AWS Other Than 7 or 8 - Inelig to Earn Credit Hours

Description

Error: Transaction code (TC) 29 was recorded for an ineligible employee due to work schedule.

TC 29, Credit Hours Worked, are hours worked in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

Employees whose alternate work schedule (AWS) code is other than **7** (variable workday within a 40-hour workweek) or **8** (variable workweek hours within an 80-hour pay period) are not eligible to earn credit hours.

This informational message displays when an ineligible employee is attempting to earn credit hours.

NFC Action

Change the AWS code to **7** or **8** and notify the Agency, if appropriate.

396 - Intermittent Emp Ineligible to Earn Credit Hours

Code	Message
396	Intermittent Emp Ineligible to Earn Credit Hours

Description

Error: Transaction code (TC) 29 was recorded for an intermittent employee.

TC 29, Credit Hours Worked, are hours worked in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

This informational message indicates an intermittent employee is ineligible to earn credit hours.

NFC Action

The system automatically deletes the credit hours and notifies the Agency, if appropriate.

397 - T/C 50 Cr. Hrs. Used - AWS Must Be "7" or "8"

Code	Message
397	T/C 50 Cr. Hrs Used - AWS Must Be "7" or "8"

Description

Error: The credit hours used on the Time and Attendance (T&A) Report exceed the balance on the database.

Transaction code (TC) 50, Credit Hours (Used), records credit hours that were earned using TC 29, Credit Hours Worked.

NFC Action

Change to:

Annual leave if available; if not
Restored annual leave if available; if not

Compensatory leave if available; if not
Absence without leave (AWOL).

398 - Intermittent Emp Inelig to Use Credit Hours

Code	Message
398	Intermittent Emp Inelig to Use Credit Hours

Description

Error: Transaction code (TC) 50 was recorded for an intermittent employee.

TC 50, Credit Hours, are hours used that were earned by work performed in excess of the basic work requirement in order to vary the length of the workday or workweek under certain alternate work schedules. The excess hours are not considered overtime.

Intermittent employees are not eligible to use credit hours.

NFC Action

Delete from the Time and Attendance (T&A) Report.

399 - TC 17 Prefix 21 & 22 Valid for IRS Only

Code	Message
399	TC 17 Prefix 21 & 22 Valid for IRS Only

Description

Error: Transaction code (TC) 17, Suffix 21 or 22, was recorded for an Agency other than the Internal Revenue Service.

The usage of TCs 17 Prefix 21, Place on Furlough, and 17, Prefix 22, Placement in Pay Status, are to be used by the Internal Revenue Service (Agency 93) only.

The Suffix field must be blank.

NFC Action

Delete from the Time and Attendance (T&A) Report and notify the Agency that a personnel action is required, if appropriate.

Note: CV07 (Database 07 - Department of the Treasury) only.

400 - TC 17 Prefix 21 & 22 Invalid for Corrected T&A

Code	Message
400	TC 17 Prefix 21 & 22 Invalid for Corrected T&A

Description

Error: Transaction code (TC) 17, Prefix 21 or 22, was recorded on a corrected Time and Attendance (T&A) Report.

A corrected T&A cannot be used to record TCs 17, Prefix 21, Place on Furlough, or 17 Prefix 22, Placement in Pay Status. A personnel action must be processed instead.

NFC Action

Delete from the T&A and notify the Agency that a personnel action must be processed, if appropriate. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of a personnel action to release the T&A from suspense.

Note: CV07 (Database 07 - Department of the Treasury) only.

401 - T/C 17 P11-17, S0 - DOJ & TR P11-13, 16, 17, S0 FS

Code	Message
401	T/C 17 P11-17, S0 - DOJ & TR P11-13, 16, 17, S0 FS

Description

Error: Transaction code (TC) 17 with prefix is used for Fair Labor Standards Act (FLSA) computations.

Transaction Code	Prefix	Description

17	11	FLSA Meal Periods
17	12	FLSA Other Travel
17	13	FLSA Training
17	14	FLSA UD Roll Call
17	15	FLSA Home to Work Travel
17	16	FLSA Other Hours
17	17	Suffered/Permitted Duty

Prefix 11 through 17 is valid with TC 17 and Suffix Code blank or zero only. Regular Schedule (RS) overtime code must be blank.

Note: Not used in balancing tour.

Transaction Hash is updated, Hours Hash is not updated.

- Department Code DJ - Department of Justice

- Department Code TR - Treasury Department

- Agency Code BB - Immigration and Customs Enforcement (HS)

- Agency Code CU - Bureau of Customs and Border Protection (HS)

- Agency Code SS - U. S. Secret Service (HS)

- Agency Code CI - Citizenship and Immigration Services

- Agency Code 11 - Forest Service

This error check and message is done in the 399 edit paragraph.

NFC Action

No action necessary.

402 - TC 17 Prefixes 21 & 22 Not Valid for Separated Emp

Code	Message
402	TC 17 Prefixes 21 & 22 Not Valid for Separated Emp

Description

Error: Transaction code (TC) 17, Prefix 21 or 22, was recorded for a separated employee.

A separating employee cannot be placed on furlough or be returned to duty from furlough using TC 17, Prefixes 21 (Place on Furlough) and 22 (Placement in Pay Status).

NFC Action

Delete and notify the Agency, if appropriate.

Note: TC 17 Prefixes 21 and 22 are for Internal Revenue Service use only.

403 - Eff Day Must Be Recorded for TC 17 Prefix 21 & 22

Code	Message
403	Eff Day Must Be Recorded for TC 17 Prefix 21 & 22

Description

Error: Transaction code (TC) 17, Prefix 21 or 22, was recorded without an entry in the Week1 field.

TC 17 Prefix 21 (Place on Furlough) and TC 17 Prefix 22 (Placement in Pay Status), were recorded on the Time and Attendance (T&A) Report in lieu of processing a personnel action. The effective date of the furlough and placement in pay status is entered in the Week1 hours field. Valid entries are 01 through 14.

This message displays when the above transaction code(s) is entered and the Week1 field is blank.

NFC Action

Delete the TC in question and notify the Agency, if appropriate.

Note: TC 17 Prefixes 21 and 22 are for Internal Revenue Service use only.

404 - SES Ineligible for O/T, Comp, or Differential

Code	Message
404	SES Ineligible for O/T, Comp, or Differential

Description

Error: Overtime, compensatory time, or a differential was recorded for a Senior Executive Service (SES) Expert/Consultant employee.

Certain SES/Expert/Consultant employees are not entitled to earn overtime, compensatory time, or any differentials. The pay plans for those SES/Expert/Consultant employees who are not entitled to earn overtime, compensatory time, or differentials are:

Pay Plan	Description
E	Executive (FDIC)
ED	Experts (5 USC 3109)
EE	Experts (Other)
EF	Consultant (5 USC 3109)
EG	Consultant (Other)
EH	Advisory Committee Member (5 USC 3109)
EI	Advisory Committee Member (Other)
ES	Senior Executive Service
EX	Executive Pay Act
FE	Senior Foreign Service

The following transaction codes (TC) cannot be recorded on an Senior Executive Service (SES) employee/Expert/Consultant's Time and Attendance (T&A) Report:

Transaction Code	Description
04	Sunday Differential
05	Sunday Differential With Night Differential
11	Night Differential
12	Night Differential Compensatory Time
13	Night Differential Sunday Double Time
14	Hazard Pay Differential

18	Overtime Grain Appeal
19	Overtime Over 8
21	Overtime Over 40
22	Overtime Double for Sunday
23	Overtime Travel Under FLSA
24	Overtime Travel Under Title V
25	Overtime Over 49 With Night Differential
26	Overtime Over 8 With Night Differential
30	Overtime Call Back No Work Performed
31	Holiday Worked
32	Compensatory Time Worked
33	Overtime Call Back No Work on Sunday
41	Premium Pay on an Annual Basis (DLO)

SES employee with pay plan ES for the United States Department of Agriculture (USDA), Federal Communications Commission (FCC), and the Department of the Treasury are not entitled to earn credit hours (TC29). The Department of Justice Expert/Consultant employees with pay plans of ED, EE, EF, and EG are eligible to work overtime (TC21). All SES employees are eligible to earn compensatory time for religious observance.

Note: Employees in pay plans ED, EF, and EH who are paid on a daily basis and are Fair Labor Standards Act (FLSA) exempt are not eligible to earn overtime, compensatory time, and differentials. However, all other employees in these pay plans will be allowed to earn overtime, compensatory time, and differentials.

NFC Action

Delete and notify the Agency, if appropriate.

406 - TC 17: P18, 19, S0 DOJ - P19 Valid, S0 - FS

Code	Message
406	TC 17: P18, 19, S0 DOJ - P19 Valid, S0 - FS

Description

Error: Transaction code (TC) 17, Prefix 18 or 19, was recorded for an Agency other than a Department of Justice,
TC 17, Prefix 18 (Fair Labor Standards Act (FLSA) Meal Periods During Non Administratively Uncontrollable Overtime (AUO) and Compensatory Time), and Prefix 19 (Excludable AUO Days) are to be used by the Department of Justice only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

407 - TC 17 Prefix 19 Entry Must Be 01-07 Per Week

Code	Message
407	TC 17 Prefix 19 Entry Must Be 01-07 Per Week

Description

Error: An entry for transaction code (TC) 17, Prefix 19, is not valid.

TC 17, Prefix 19 (Excludable Administratively Uncontrollable Overtime (AUO) Days) is the number of excludable AUO days used to calculate AUO percentage rates for certain types of absences or duties. The maximum number of days that may be recorded for 1 pay period is 14. The entry must not exceed 07 in either the Week1 or Week2 field.

Note: Excludable AUO days apply to the Department of Justice only.

NFC Action

Delete TC and notify/contact the Agency for corrected action, if appropriate.

408 - TC 17 Suffixes 6 and 7 for Agency SR Use Only

Code	Message
408	TC 17 Suffixes 6 and 7 for Agency SR Use Only

Description

Error: An entry for transaction code (TC) 17, Suffix 6 or 7, was recorded by an Agency other than U.S. Senate Restaurants or Architect of the Capitol.

TC 17, Suffix 6 (Services/Payments) is for use by U. S. Senate Restaurants and Architect of the Capitol employees only. TC 17, Suffix 7 (Tips-Cash Received) are to be used by U. S. Senate Restaurants, Architect of the Capitol, and National Oceanic and Atmospheric Administration employees only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

409 - Tips Reported After Cutoff Date, Report Next PP

Code	Message
409	Tips Reported After Cutoff Date, Report Next PP

Description

Error: Transaction code (TC) 17, Suffix 7, was recorded in the last pay period of the calendar year.

TC 17, Suffix 7 (Tips-Cash Received), are to be reported by the end of the tax year. Tips cannot be reported in the last pay period paid in the calendar year. They may be entered, however, on corrected Time and Attendance (T&A) Report being processed for prior pay periods which are transmitted in the last pay period paid in the calendar year.

Note: This TC is to be used by U.S. Senate Restaurants and National Oceanic and Atmospheric Administration only.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

410 - 1911 Overtime for AF Only

Code	Message
410	1911 Overtime for AF Only

Description

Error: Transaction code (TC) 17, Prefix 31 through 34 and 36 through 38, was recorded for an Agency other than U.S. Customs Service.

Transaction Code	Prefix	Description
17	**31**	Reimbursable (1911) Comm/Priv
17	**32**	Non-reimbursable Overtime Pay Act (1911)
17	**33**	Non-reimbursable (Sec 15 PL 94-353)
17	**34**	User Fees - Cobra
17	**36**	User Fees - Ad Valorem
17	**37**	1911 For Continuation of Pay
17	**38**	1911 Hours - Intermittent

The following TCs are to be used by U.S. Customs Service employees only:

NFC Action

Delete from the Time and Attendance (T&A) Report and notify the Agency, if appropriate.

411 - Base Hrs Worked & AWOP Each Equal 80 Hrs or More

Code	Message
411	Base Hrs Worked & AWOP Each Equal 80 Hrs or More

Description

Error: Absence without pay (AWOP) and base hours both reflect a total of 80 in the Week1/Week2 fields.

The basic tour for a full-time employee is 80 hours per pay period except for certain fire fighters. Absence without pay is included in the base tour. Therefore, an employee cannot be in pay status for 80 hours and nonpay status for 80 hours.

The basic tour of duty hours recorded in pay status and the hours recorded in absence without pay status cannot each reflect 80 hours.

Basic tour of duty transaction codes are:

Transaction Code	Definition
01	Regular Time
04	Sunday Differential
05	Sunday Differential With Night Differential
11	Night Differential
19	Overtime Over 8
26	Overtime Over 8 With Night Differential
35	Union/Contract Negotiation
36	Union/Midterm Negotiation
37	Union/Ongoing LMR Act
38	Union/Grievance Appeal Representation
50	Credit Hours
59	Shore Leave
60	Compensatory Time Used (Religious Obs)
61	Annual Leave
62	Sick Leave
63	Restored Annual Leave
64	Compensatory Leave
65	Regular Military Leave
66	Other Leave

67	Injury Leave
68	Emergency Leave
69	Home Leave
Absence without pay (AWOP) transaction codes are:	
71	Leave Without Pay (LOWP)
72	Absence Without Leave (AWOL)
73	Suspension
74	Furlough

NFC Action

Research annual leave (and compensatory leave) balance. Only pay the employee for the number of hours that the paid leave balance would cover.

If the employee's leave balance is equal to or greater than the hours recorded for the basic tour of duty, delete the AWOP hours and process the Time and Attendance (T&A) Report for the hours recorded for the basic tour of duty.

If the employee's leave balance is less than the hours recorded for the basic tour of duty, process the T&A for the number of hours covered by the paid leave. Charge the remaining hours to the hours recorded under AWOP.

412 - Employee Ineligible for Acting Pay

Code	Message
412	Employee Ineligible for Acting Pay

Description

Error: An employee's Social Security number (SSN) is not listed on Table 099 for acting pay eligibility.

Acting pay is granted to employees who substitute in the absence of their supervisor. Acting pay is for use by the Bureau of Engraving and Printing only. It is recorded on the Time and Attendance (T&A) Report by entering **1** or **2** in position 14 of the accounting data field.

In order for an employee to be eligible to receive acting pay, his/her SSN must be entered in Table Management System (TMGT) Table 099, Bureau of Engraving and Printing (BEP) Acting Pay.

NFC Action

Delete the code from the accounting data field and notify the Agency, if appropriate.

413 - NFC Use Only-TC Invalid for FLSA Law Enforce Emps

Code	Message
413	NFC Use Only-TC Invalid for FLSA Law Enforce Emps

Description

Error: This informational message indicates that law enforcement officials are not eligible to use transaction code (TC) 17, Prefix 11 (Fair Labor Standards Act (FLSA) Meal Periods) or TC 17 Prefix 18 (FLSA Meal Periods During Non Administratively Uncontrollable Overtime (AUO) and Compensatory Time).

NFC Action

The system automatically deletes these TCs from the Time and Attendance (T&A) Report.

414 - Home & Shore Leave Must Be in Increments of 8

Code	Message
414	Home & Shore Leave Must Be in Increments of 8

Description

Error: Transaction code (TC) 69 or TC 59 is not recorded in increments of 8.

TC 69 (Home Leave) and TC 59 (Shore Leave) must be used in increments of 8 hours.

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

415 - TC 17 Prefixes 40, 41, 42, 43, 44 for 'BB" "CU" "CI" Only

Code	Message
415	TC 17 Prefixes 40, 41, 42, 43, 44 for 'BB" "CU" "CI" Only

Description

Error: Transaction code (TC) 17, Prefix 40, 41, 42, 43, or 44, was recorded for an Agency other than the Immigration and Naturalization Service.

The following TCs are to be used by the Immigration and Customs Enforcement (BB), Bureau of Customs and Border Protection (CU), and Citizenship and Immigration Services (CI) only.

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act O/T-Land Border Weekdays
17	42	INS 1931 Act O/T-Not Worked
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action

Delete from the Time and Attendance (T&A) Report and notify the Agency, if appropriate.

416 - TC 17 Prefixes 40 & 41 Invalid for PT & Int Emps

Code	Message
416	TC 17 Prefixes 40 & 41 Invalid for PT & Int Emps

Description

Error: Transaction code (TC) 17 Prefix 40 or 41 recorded for a part-time or intermittent employee.

Part-time and intermittent Immigration and Customs Enforcement (BB), Bureau of Customs and Border Protection (CU), and Citizenship and Immigration Services (CI) employees are ineligible for TC 17 Prefix 40 (Immigration and Naturalization Service (INS) 1931 Act O/T-Air/Sea) and TC 17 Prefix 41 (INS 1931 Act O/T-Land Border).

NFC Action

Delete from the Time and Attendance (T&A) Report and notify the Agency. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the processing of an action to release the T&A from suspense.

417 - TC 17 Prefixes 40 - 41, 43 - 44 Must Be Divisible by 4

Code	Message
417	TC 17 Prefixes 40 - 41, 43 - 44 Must Be Divisible by 4

Description

Overtime hours greater than zero must be divisible by **4**. Employees performing immigration inspections for at least 1 hour will receive compensation for more hours than actually worked at the base rate. Hours are reported as shown below:

Transaction Code	Prefix	Description
17	**40**	1931 Act O/T-Air/Sea Weekdays
17	**41**	INS 1931 Act O/T-Land Border Weekdays
17	**43**	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	**44**	INS 1931 Act O/T-Land Border Sunday/Holiday

Overtime hours greater than zero must be divisible by **4**. Employees performing immigration inspections for at least 1 hour will receive compensation for more hours than actually worked at the base rate. Hours are reported as shown below:

Hours Worked	Hours Reported
1.0 - 2.3	4.0
3.0 - 4.3	8.0
5.0 - 6.3	12.0
7.0 - 8.3	16.0
9.0 or more	20.0

NFC Action

Change hours worked to hours reported using the table above and notify the Agency, if appropriate.

418 - TC 17 Prefixes 40 & 41 Cannot Exceed 120 Hours

Code	Message
418	TC 17 Prefixes 40 & 41 Cannot Exceed 120 Hours

Description

Error: Hours recorded for transaction code (TC) 17, Prefix 40 and/or 41, exceed 120.

TC 17, Prefix 40 (Immigration and Naturalization Service (INS) 1931 Act O/T-Air/Sea Weekdays), is used to report steamship and airplane inspections performed by Immigration and Customs Enforcement (BB), Bureau of Customs and Border Protection (CU), and Citizenship and Immigration Services (CI) immigration officers and other eligible employees. TC 17, Prefix 41 (INS 1931 Act Land Border Weekdays), is used to report train and other vehicle inspections performed by Bb, CU, and CI immigration officers and other eligible employees. The hours worked for each of these inspections cannot exceed 120 for the pay period.

NFC Action

Delete the excess hours and notify the Agency, if appropriate.

419 - TC 17 Prefixes 43 & 44 Cannot Exceed 108 Hours

Code	Message
419	TC 17 Prefixes 43 & 44 Cannot Exceed 108 Hours

Description

Error: Hours recorded for transaction code (TC) 17, Prefix 43 and/or 44, exceed 108.

TC 17, Prefix 43 (Immigration and Naturalization Service (INS) 1931 Act O/T-Air/Sea Sunday/Holiday), is used to report steamship and airplane inspections performed by Immigration and Customs Enforcement (BB), Bureau of Customs and Border Protection (CU), and Citizenship and Immigration Services (CI) immigration officers and other eligible employees. TC 17, Prefix 44 (INS 1931 Act O/T-Land Border Sunday/Holiday), is used to report train and other vehicle inspections performed by BB, CU, and CI immigration officers and other eligible employees. The hours worked for each of these inspections cannot exceed 108 for the pay period.

NFC Action

Delete the excess hours and notify the Agency, if appropriate.

420 - NFC Use Only - AWOP & TC 17 Pref 40, 41, 43, 44 Invalid

Code	Message
420	NFC Use Only - AWOP & TC 17 Pref 40, 41, 43, 44 Invalid

Description

Error: Transaction codes (TC) 71, 72, 73, and/or 74 and TC 17, Prefix 40, 41, and/or 43, were recorded in the same week.

This informational message indicates that absence without pay (AWOP) (TCs 71, 72, 73, and 74) and the following TCs are not to be reported in the same week.

Transaction Code	Prefix	Description
17	**40**	INS 1931 Act O/T-Air/Sea Weekdays
17	**41**	INS 1931 Act Land Border Weekdays
17	**43**	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	**44**	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action

The system automatically force accepts the Time and Attendance (T&A) Report and notifies the Agency.

421 - NFC Use Only - TC 31 & TC 17 Pref 40, 41, 43, 44 Invalid

Code	Message
421	NFC Use Only - TC 31 & TC 17 Pref 40, 41, 43, 44 Invalid

Description

Error: Transaction code (TC) 31 and TC 17, Prefix 40, 41, 43, and/or 44, were recorded in the same week.

This informational message indicates that TC 31 (Holiday Worked) and the following TCs are not to be reported in

the same week.

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action

The system automatically force accepts the Time and Attendance (T&A) Report and notifies the Agency.

422 - TC 17 Prefixes 43 & 44 Must Be Divisible by 16

Code	Message
422	TC 17 Prefixes 43 & 44 Must Be Divisible by 16

Description

Error: Hours were recorded for transaction code (TC) 17, Prefix 43 and/or 44, and are not divisible by 16.

TC 17, Prefix 43 (Immigration and Naturalization Service (INS) 1931 Act Overtime-Air/Sea Sunday/Holiday), and TC 17, Prefix 44 (INS 1931 /Act Overtime-Land Border Sunday/Holiday), hours must be divisible by 16 for part-time and intermittent employees.

NFC Action

Delete the excess and notify the Agency, if appropriate.

423 - TC 17 Pref 43 or 44 Cannot Exceed 48 (P/T & Int)

Code	Message
423	TC 17 Pref 43 or 44 Cannot Exceed 48 (P/T & Int)

Description

Error: Hours were recorded for transaction code (TC) 17, Prefix 43 and/or 44, and exceed 48 in a week for a part-time or intermittent employee.

TC 17, Prefix 43 (Immigration and Naturalization Service (INS) 1931 Act O/T-Air/Sea Sunday/Holiday), and TC 17, Prefix 44 (INS 1931 Act O/T-Land Border Sunday/Holiday) cannot exceed 48 hours in a week for part-time and intermittent employees.

NFC Action

Delete the excess and notify the Agency, if appropriate.

424 - TC 17 Prefix 42 Needed With 17/40, 41, 43, 44

Code	Message
424	TC 17 Prefix 42 Needed With 17/40, 41, 43, 44

Description

Error: Transaction code (TC) 17, Prefix 42, was recorded without TC 17, Prefix 40, 41, 43, or 44.

The following TCs must be reported when TC 17, Prefix 42 (Immigration and Naturalization Service (INS) 1931 Act O/T-Not Worked) is reported:

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act Land Border Weekdays
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action

Delete and notify the Agency, if appropriate.

425 - TC 17 Prefix 42 Must Be < or = 17/40, 41, 43, 44

Code	Message
425	TC 17 Prefix 42 Must Be < or = 17/40, 41, 43, 44

Description

Error: Hours recorded for transaction code (TC) 17, Prefix 42, exceed hours recorded for TC 17, Prefix 40, 41, 43, and/or 44.

The total hours for TC 17, Prefix 42 (Immigration and Naturalization Service (INS) 1931 Act O/T-Not Worked), must be less than or equal to the total hours recorded for the following TCs:

Transaction Code	Prefix	Description
17	**40**	INS 1931 Act O/T-Air/Sea Weekdays
17	**41**	INS 1931 Act Land Border Weekdays
17	**43**	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	**44**	INS 1931 Act O/T-Land Border Sunday/Holiday

NFC Action

Delete and notify the Agency, if appropriate.

426 - Employee Ineligible for AUO

Code	Message
426	Employee Ineligible for AUO

Description

Error: Administratively uncontrollable overtime (AUO) was recorded for ineligible employee.

The employee's special employee code must be **02** (AUO-Nonexempt From Fair Labor Standards Act (FLSA)), **03** (Scheduled Standby-AUO-Exempt/Nonexempt From FLSA), or **12** (Supervisory/Managerial Employee, Exceeds Band by 6%) and the occupational series code must be **0081** to be eligible for AUO.

NFC Action

Take no action until Thursday, then delete and notify the Agency, if appropriate.
Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time
and Attendance (T&A) Report Processing, lists T&As that require the processing of an action to
release the T&A from suspense.

427 - Quarters Allowance Code Must Be 1 (PD)

Code	Message
427	Quarters Allowance Code Must Be 1 (PD)

Description

Error: Transaction code (TC) 49, Suffix 3 or 4, was recorded on a daily basis; however, the
database indicates quarters allowance should be recorded on a pay period basis.

Quarters allowance can be reported per day or per pay period. An allowance code is entered in
Entry, Processing, Inquiry, and Correction System (EPIC) or *EmpowHR* to indicate the choice of
reporting.

If reported per day (Allowance Code **1**), TC 49, Suffix 3 or 4, must be recorded on the Time and
Attendance (T&A) Report. If reported per pay period, no entry should be made on the T&A.

NFC Action

Delete and notify the Agency, if appropriate. Payroll/Personnel Report Generator System
(CULPRPT) report P0099, Error Analysis for T&A Processing, lists T&As that require the
processing of an action to release the T&A from suspense.

428 - TC 66 Prefix 61, Time Off Hours Used, Exceeds Bal

Code	Message
428	TC 66 Prefix 61, Time Off Hours Used, Exceeds Bal

Description

Error: Transaction code (TC) 66, Prefix 61, was recorded and the hours exceed the balance.

Time-off hours granted are recorded by processing a personnel action. Time-off hours used are
recorded on the Time and Attendance (T&A) Report using TC 66, Prefix 61. The hours used
cannot exceed the hours earned.

NFC Action

Change the excess hours to:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

429 - TC for COPR Use Only

Code	Message
429	TC for COPR Use Only

Description

Error: A transaction code (TC) was recorded that is invalid for this Agency.

The following TCs are for U.S. Customs Service, Customs Officers (Council of Public Representatives (COPR) Status Y) use only and must include a prefix:

Transaction Code	Prefix	Description
04	50	Sunday Differential @ 50%
11	05	Night Differential @ 05%
11	10	Night Differential @ 10%
11	15	Night Differential @ 15%
11	20	Night Differential @ 20%
17	45	Continuation of Pay
17	46	Military or Court Leave
21	20	Overtime Paid at Double Rate
21	22	Call Back OT Double Rate

21	30	Commute OT Triple Rate
31	10	Holiday Pay Regular Rate
35	05	Union Contract (Negotiator) Neg @ 05%
35	10	Union Contract Neg @ 10%
35	15	Union Contract Neg @ 15%
35	20	Union Contract Neg @ 20%
35	50	Union Contract Neg @ 50%
36	05	Union Midterm (Negotiator) Neg @ 05%
36	10	Union Midterm Neg @ 10%
36	15	Union Midterm Neg @ 15%
36	20	Union Midterm Neg @ 20%
37	05	Union/Ongoing Labor-Management Relations (LMR) Activity @ 05%
37	10	Union/Ongoing LMR Activity @ 10%
37	15	Union/Ongoing LMR Activity @ 15%
37	20	Union/Ongoing LMR Activity @ 20%
37	50	Union/Ongoing LMR Activity @ 50%
38	05	Union/Grievance/Appeal Representation@ 05%
38	10	Union/Grievance/Appeal Representation@ 10%
38	15	Union/Grievance/Appeal Representation@ 15%
38	20	Union/Grievance/Appeal Representation@ 20%
38	50	Union/Grievance/Appeal Representation@ 50%
60	05	(Compensatory) Comp Time used-Rel Observance @ 05%
60	10	Comp Time used-Rel Observance @ 10%
60	15	Comp Time used-Rel Observance @ 15%
60	20	Comp Time used-Rel Observance @ 20%

61	05	Annual Leave (w/Night (Differential) Diff @ 05%)
61	10	Annual Leave (w/Night Diff @ 10%)
61	15	Annual Leave (w/Night Diff @ 15%)
61	20	Annual Leave (w/Night Diff @ 20%)
61	50	Annual Leave (w/Night Diff @ 50%)
62	05	Sick Leave (w/Night Diff @ 05%)
62	10	Sick Leave (w/Night Diff @ 10%)
62	15	Sick Leave (w/Night Diff @ 15%)
62	20	Sick Leave (w/Night Diff @ 20%)
62	50	Sick Leave (w/Night Diff @ 50%)
63	05	Restored Annual leave (w/Night (Differential) Diff @ 05%)
63	10	Restored Annual leave (w/Night Diff @ 010%)
63	15	Restored Annual leave (w/Night Diff @ 015%)
63	20	Restored Annual leave (w/Night Diff @ 020%)
63	50	Restored Annual leave (w/Night Diff @ 050%)
65	05	Regular Military Leave (w/Night Diff @ 05%)
65	10	Regular Military Leave (w/Night Diff @ 10%)
65	15	Regular Military Leave (w/Night Diff @ 15%)
65	20	Regular Military Leave (w/Night Diff @ 20%)
65	50	Regular Military Leave (w/Night Diff @ 50%)
66	05	Other Leave (w/Night Diff @ 05%)
66	10	Other Leave (w/Night Diff @ 10%)
66	15	Other Leave (w/Night Diff @ 15%)
66	20	Other Leave (w/Night Diff @ 20%)

66	50	Other Leave (w/Night Diff @ 50%)
67	05	Injury Leave @ 05%
67	10	Injury Leave @ 10%
67	15	Injury Leave @ 15%
67	20	Injury Leave @ 20%
67	50	Injury Leave @ 50%
69	05	Home Leave (w/Night (Differential) Diff @ 05%)
69	10	Home Leave (w/Night Diff @ 10%)
69	15	Home Leave (w/Night Diff @ 15%)
69	20	Home Leave (w/Night Diff @ 20%)
69	50	Home Leave (w/Night Diff @ 50%)

Note: When the day is equal to 29, indicating a leap year, the year must be evenly divided by 4.

NFC Action

Delete the transaction code in question and notify the Agency, if appropriate.

Note: CV08 (Database 08 - Department of Homeland Security) only, delete the prefix.

430 - T/C 04-11-21-31 w/COPR Status "Y" Must Have Prefx

Code	Message
430	T/C 04-11-21-31 w/COPR Status "Y" Must Have Prefx

Description

Error: The following transaction and prefix codes may be used only by employees with a Council of Public Representatives (COPR)-Status Code Y. COPR-Status - Y eligible for Customs Officers pay:

Transaction Code	Prefix	Description
04	**50**	Sunday Differential @ 50%

11	05	Night Differential @ 15% (S&E + Cobra)
11	10	Night Differential @ 20% (S&E + Cobra)
11	20	Night Differential @ 20%
21	20	Overtime @ Double Rate
21	22	Call Back Overtime @ Double Rate
21	30	Commuting Overtime @ Triple Rate
31	10	Holiday Pay @ Regular Rate

This edit includes error message number 432.

NFC Action

No action necessary

431 - TC Invalid for COPR Employee

Code	Message
431	TC Invalid for COPR Employee

Description

Error: The transaction code (TC) recorded is invalid for U.S. Customs Service, Customs Officers.

The following TCs cannot be used for U.S. Customs Service, Customs Officers (Council of Public Representatives (COPR) Status Y).

Transaction Code	Description
05	Sunday Differential With Night Differential
19	Overtime Over 8
23	Overtime Travel Under FLSA
25	Overtime Over 40 With Night Differential
26	Overtime Over 8 With Night Differential

| 32 | Compensatory Time Worked |
| 41 | Premium Pay on an Annual Basis (DLO) |

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV08 (Database 08 - Department of Homeland Security) only.

432 - TC Without Prefix Invalid for COPR Employee

Code	Message
432	TC Without Prefix Invalid for COPR Employee

Description

Error: A transaction code (TC) prefix was omitted for U.S. Customs Service, Customs Officers premium pay.

The following TCs must include a prefix to be used for U.S. Customs Service, Customs Officers (Council of Public Representatives (COPR) Status Y):

Transaction Code	Description
04	Sunday Differential
11	Night Differential
17	Commute Use Government Auto
21	Overtime Over 40
31	Holiday Worked
35	Union/Contract Negotiation
36	Union/Midterm Negotiation
37	Union/Ongoing Labor-Management Relations (LMR) Act
38	Union/Grievance/Appeal Representation

60	Compensatory Time Used-Religious Observance
61	Annual Leave
62	Sick Leave
63	Restored Annual Leave
65	Regular Military Leave
66	Other Leave
67	Office of Workers' Compensation Programs (OWCP) Injury Leave
69	Home Leave

NFC Action

If the prefix can be determined, add the prefix. If the prefix cannot be determined, delete the TC and notify the Agency, if appropriate.

Note: CV08 (Database 08 - Department of Homeland Security) only.

433 - TC 19 & 26 Inval - Agy MS, FP - With PayPlan "AD"

Code	Message
433	TC 19 & 26 Inval - Agy MS, FP - With PayPlan "AD"

Description

Error: Employees with Agency MS and with Pay Plan AD and Occupational Series Code 0085 may not use transaction code (TC) 19 or TC 26.

Employees with Agency Federal Prison (FP) and with Pay Plan AD and (Special) Spec-employment-(Programs) PGMS-Code **BC** may not use TC 19 or TC 26.

Transaction Code	Description
19	Overtime Over 8 hours within scheduled 40
19	Overtime Over 8 hours within scheduled 40 with Night Diff

Department Code **DJ** - Department of Justice

- Agency Code **MS** - U. S. Marshals Service

- Agency Code **FP** - Federal Prison System

NFC Action

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

434 - Avail Pay % Must Be 25/Spec Emp Code 26/FLSA Cd E

Code	Message
434	Avail Pay % Must Be 25/Spec Emp Code 26/FLSA Cd E

Description

Error: Availability pay was recorded for ineligible employee.

Availability pay is granted to certain law enforcement personnel. To be eligible to receive availability pay, the special employee code must be **26** and the Fair Labor Standards Act (FLSA) code must be **E**. The percentage rate is a flat rate of 25%.

NFC Action

Take no action until Thursday, then delete and notify the Agency, if appropriate. Payroll/Personnel Report Generator System (CULPRPT) report P0099, Error Analysis for Time and Attendance (T&A) Report Processing, lists T&As that require the processing of an action to release the T&A from suspense.

435 - Suffix Not Allowed With TC 17 Prefixes 40 Thru 44

Code	Message
435	Suffix Not Allowed With TC 17 Prefixes 40 Thru 44

Description

Error: A suffix recorded with transaction code (TC) 17, Prefix **40**, **41**, **42**, **43**, and/or **44**.

TC 17, with Prefixes **40** through **44**, is used only by the Immigration and Naturalization Service as authorized by the Overtime Act of 1931.

Transaction Code	Prefix	Description
17	40	INS 1931 Act O/T-Air/Sea Weekdays
17	41	INS 1931 Act O/T-Land Border Weekdays
17	42	INS 1931 Act O/T-Not Worked
17	43	INS 1931 Act O/T-Air/Sea Sunday/Holiday
17	44	INS 1931 Act O/T-Land Border Sunday/(Holiday) Hol

Below is the definition of each prefix.

NFC Action

Delete the suffix.

436 - TC 17 Suffix 9 Not Allowed for Dept of Justice

Code	Message
436	TC 17 Suffix 9 Not Allowed for Dept of Justice

Description

Error: Transaction code (TC) 17, Suffix 9 (Parking), is reported on the Time and Attendance (T&A) Report for a Department of Justice (DOJ) employee.

DOJ should only report parking through the Entry, Processing, Inquiry, and Correction System (EPIC) or *EmpowHR*.

NFC Action

Delete from the T&A.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

437 - Parking Reported in PRES; Cannot Report on T&A

Code	Message
437	Parking Reported in PRES; Cannot Report on T&A

Description

Error: Parking was reported in the Entry, Processing, Inquiry, and Correction System (EPIC) or *EmpowHR* and is also being reported on the Time and Attendance (T&A) Report using TC 17, Suffix 9 (Parking).

Parking can only be reported on the T&A; it cannot be reported in both places.

NFC Action

Delete from the T&A.

438 - TC17 Pre 50 All Doc AG&11, 14, 27, 30, 50, 90, AQ, CE, PU

Code	Message
438	TC17 Pre 50 All Doc AG&11, 14, 27, 30, 50, 90, AQ, CE, PU

Description

Error: Effective Pay Period 20, 2011, open to all Agriculture Agencies. (Department) Dept Code AG 1133 # 10655.35.

Transaction code (TC) 17 prefix 50 may only be used by the following Agencies:

Agency 27 (OGE) Office of Government Ethics

Agency 50 (MSPB) U. S. Merit Systems Protection Board

Agency AQ (PC) Congressional Budget Office

Agency PU (PC) Peace Corps

Agency CE (FSA County Employees) with special-employee-code 34 only

All Department CM Agencies - U. S. Commerce Department

All Department AG Agencies - U. S. Department of Agriculture

TC 17 prefix 50 - Travel Reimbursements

This error check and message is done in the 399 edit paragraph.

NFC Action

No action necessary.

439 - Agency "CP" With FLSA Code "E" Cannot Use T/C 21

Code	Message
439	Agency "CP" With FLSA Code "E" Cannot Use T/C 21

Description

Error: The employee is exempt from the Fair Labor Standards Act (FLSA) and transaction code (TC) 21, Overtime Over 40, is recorded on the Time and Attendance (T&A) Report.

Only employees covered (nonexempt) by FLSA are eligible for TC 21. The FLSA code is entered in the Position Management System Online (PMSO).

NFC Action

Delete and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

441 - T/C 17 Prefix 10 Suffix Must Be Blank

Code	Message
441	TC 17 Prefix 10 Suffix Must Be Blank

Description

Error: A suffix recorded was with transaction code (TC) 17, Prefix 10, to record transit subsidies. A suffix is not allowed with this TC.

NFC Action:

Delete the suffix.

442 - TC 66 With Suffix 3 or 4 Must Be = or < TC 31

Code	Message
442	TC 66 With Suffix 3 or 4 Must Be = or < TC 31

Description

Error: The hours recorded for transaction code (TC) 66, with Suffix 3 or 4, exceed the hours recorded for TC 31, Holiday Worked.

Sunday premium pay cannot be paid for any period when no work is performed. Therefore, the hours recorded for TC 66 with Suffixes 3 or 4 cannot be more than the hours recorded for TC 31, Holiday Worked.

NFC Action

Reduce the number of hours with the suffix to agree with the number of hours recorded with TC 31. Then, add the remaining hours with TC 66 with the suffix left blank.

443 - TC 66 With Suffix 5, 6, or 7 Must Be = or < TC 31

Code	Message
443	TC 66 With Suffix 5, 6, or 7 Must Be = or < TC 31

Description

Error: The hours recorded for transaction code (TC) 66, with Suffix 5, 6, or 7, exceed the hours recorded for TC 31, Holiday Worked.

Sunday premium pay cannot be paid for any period when no work is performed. Therefore, the hours recorded for TC 66 with Suffixes 5, 6, or 7 cannot be more than the hours recorded for TC 31, Holiday Worked.

NFC Action

Reduce the number of hours recorded with the suffix to agree with the number of hours recorded with TC 31. Then, add the remaining hours with TC 66 and the appropriate suffix.

444 - TC 61, 62, 64 Suffix 2, 3, 4 Invalid Pay-Plan LP, CP, SP

Code	Message
444	TC 61, 62, 64 Suffix 2, 3, 4 Invalid Pay-Plan LP, CP, SP

Description

Error: Agency Code CP - U. S. Capitol Police

Capitol Police does not allow its employees to use the following combination of transaction codes and suffixes:

Transaction Code	Suffix	Description
61	2	Annual Leave with Night Differential
61	3	Annual Leave with Sunday Differential
61	4	Annual Leave with Night and Sunday Differential
62	2	Sick Leave with Night Differential
62	3	Sick Leave with Sunday Differential
62	4	Sick Leave with Night and Sunday Differential
64	2	Comp Leave with Night Differential
64	3	Comp Leave with Sunday Differential
64	4	Comp Leave with Night and Sunday Differential

This error check and message is included in the 219 edit paragraph.

NFC Acton

Delete the suffix and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

445 - TC 21 and 19 Not Allowed for Fire Chiefs

Code	Message
445	TC 21 and 19 Not Allowed for Fire Chiefs

Description

Error: Transaction code (TC) 21 or 19 was recorded for a fire chief. Only 80 hours per pay period can be paid in the automated system. Any hours over 80 are paid at two different rates of pay and must be paid manually.

NFC Action

Delete the Time and Attendance (T&A) Report in order to have it processed manually.

447 - No Night/Diff, Sun/Prem, Haz/Dty, Hol/Pay for FF/FC

Code	Message
447	No Night/Diff, Sun/Prem, Haz/Dty, Hol/Pay for FF/FC

Description

Error: A Time and Attendance (T&A) Report was recorded with night differential, Sunday premium pay, hazardous duty allowance, or holiday pay for a firefighter or fire chief.

Firefighters and fire chiefs cannot earn night differential, Sunday premium pay, hazardous duty allowance, or holiday pay.

NFC Action

Delete the T&A in order to have it processed manually.

448 - Premium Pay T/C Not Allowed

Code	Message
448	Premium Pay T/C Not Allowed

Description

Error: A Time and Attendance (T&A) Report for an employee with Department Code DJ and Occupational Series Code 0905 or 1225 (Department of Justice attorney) was recorded with one of the following transaction codes (TC):

TCs `04`, `05`, `11`, `12`, `19`, `21`, `23`, `24`, `25`, `26`, `30`, `31`, `32`, and `41`.

Department of Justice attorneys cannot earn premium pay or standby administratively uncontrollable overtime (AUO). They are, however, allowed to earn religious compensatory time (TC 32 Prefix 77).

NFC Action

Delete TC and notify the Agency, if appropriate.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

449 - TC19 Wrkd Must Have at Least 106 Hrs, TC01 Firefigh

Code	Message
449	TC 19 Wrkd Must Have at Least 106 Hrs, TC 01 Firefigh

Description

Error: Transaction code (TC) 19, Overtime Over 8, is used to record work performed in excess of 53 hours in each week within the 40-hour basic workweek. A Time and Attendance (T&A) Report with less than 53 hours in a week was recorded for a Firefighter using TC 19. A Firefighter's normal base time is 106 hours in a pay period.

The Firefighter must have at least 53 hours in each week, but less than 140 hours of TC 01 to use TC 19. TC 19 is used after 53 hours of time are recorded in a week.

NFC Action

Contact Agency for appropriate action.

450 - Corrected T&As Cannot Use Donated Leave

Code	Message
450	Corrected T&A's Cannot Use Donated Leave

Description

Error: Transaction code (TC) 61, Prefix 61, Donated Annual Leave, was recorded on a corrected Time and Attendance (T&A) Report. Donated leave cannot be recorded on a corrected T&A.

NFC Action

Delete TC or T&A and notify the Agency, if appropriate.

452 - Invalid T/C for Pay Plan PJ, PU, PZ, Agency LP

Code	Message
452	Invalid TC for Pay Plan PJ, PU, PZ, Agency LP

Description

Error: An invalid transaction code (TC) was entered for employees in Pay Plan PJ, PU, PZ, or Agency LP.

NFC Action

Contact Agency for appropriate action.

453 - Uniform Service Status 0, 4, 5, Not Elig for Mil Lv

Code	Message
453	Uniform Service Status 0, 4, 5, Not Elig for Mil Lv

Description

Error: An employee did not receive military leave because an Uniform Status Code of `0`, `4`, or `5` was entered on the personnel action.

NFC Action

Change the military leave to annual leave and notify the Agency.

454 - OT Codes Not Allowed for Agy "LP" w/"P" Pay Plans

Code	Message
454	OT Codes Not Allowed for Agy "LP" w/"P" Pay Plans

Description

Error: An overtime transaction code (TC) was entered on a Time and Attendance (T&A) Report for Agency LP with P Pay Plans. These employees are not allowed to earn overtime.

NFC Action

Remove the overtime from the T&A and notify the Agency.

455 - Agcy 21 "FCC" Not Allowed to Use Stored Acctg Data

Code	Message
455	*Agcy 21 "FCC" Not Allowed to Use Stored Acctg Data*

Description

Error: Agency 21, Federal Communications Commission (FCC), entered **1** in the Accounting Data Usage Code field of the Time and Attendance (T&A) Report to store accounting data. FCC is not allowed to used stored accounting data.

NFC Action

Remove the **1** from the Accounting Data Usage Code field and notify the Agency to enter the accounting on the T&A.

Note: CV06 (Database 06 - Non-USDA, except for Department of the Treasury, Department of Homeland Security, and Department of Health and Human Services) only.

456 - Comp Time Travel Used Exceeds Balance

Code	Message
456	Comp Time Travel Used Exceeds Balance

Description

Error: The number of hours of compensatory time for travel used exceeds the balance available to be used.

NFC Action

Change the hours recorded for compensatory time for travel used to regular compensatory time or:

Annual leave if available; if not
Restored annual leave if available; if not
Compensatory leave if available; if not
Absence without leave (AWOL).

457 - New TC/Prefix 6263 Eff Start PP22 (11/05/16)

Code	Message
457	New TC/Prefix 6263 Eff Start PP22 (11/05/16)

Description

Error: Transaction code (TC) 62, prefix 63 (Disabled Veteran Leave) combination can be used. If the effective date is before pay period 22, 2016, the Time and Attendance (T&A) will suspend.

NFC Action

Force Accept message code: **N**

458 - The Total Number of Other Entries Allowed is 4

Code	Message
458	The Total Number of Other Entries Allowed is 4

Description

Error: More than four entries were entered for Other Time.

NFC Action

Use a continued Time and Attendance (T&A) Report to record the additional entries for Other Time.

459 - TC 68 Not Allowed - Invalid Coop Cd or Coop Sh Sal

Code	Message
459	TC 68 Not Allowed - Invalid Coop Cd or Coop Sh Sal

Description

Error: Transaction code (TC) 68 is not allowed for continuation of operations salaries.

NFC Action

No action necessary.

460 - T/C 68 w T/D01 Must Have Unifrm Serv Status 8 or 9

Code	Message
460	T/C 68 w T/D01 Must Have Unifrm Serv Status 8 or 9

Description

Error: An employee is not eligible to use transaction code (TC) 68 with Transaction Descriptor 01 unless a Uniform Service Status code of **8** or **9** was entered on the personnel action.

NFC Action

No action necessary.

461 - T/C 41 Not Allowed as Only Pay T/C on Split T&A

Code	Message
461	T/C 41 Not Allowed as Only Pay T/C on Split T&A

Description

Error: Transaction code (TC) 41 and the TC used for base hours must both be on the same half of the Time and Attendance (T&A) Report.

Transaction Code	Description
41	Administratively uncontrollable overtime (AUO) or standby time

| 41 | Cannot be the only pay transaction code on any half of a split T&A |

NFC Action

Remove TC 41 from one half of the split T&A and record it on the half of the split that contains the necessary base hours.

462 - Sick Leave Donated Exceeds 80 Hr Balance

Code	Message
462	Sick Leave Donated Exceeds 80 Hr Balance

Description

Note: NFC no longer services Agency OT.

Error: Transaction code (TC) 62 - with Prefix 61 Donated Sick Leave.

Employees can donate sick leave as long as they maintain a sick leave balance equal to or greater than 80 after donation is subtracted from their sick leave balance.

Agency OT - Office of Thrift Supervision - Only

See edit message 219.

NFC Action

Reduce number of donated hours.

463 - Travel Comp Earned Suffix Must Be 1

Code	Message
463	Travel Comp Earned Suffix Must Be 1

Description

Error: When Wage Grade employees earn travel comp, the transaction code (TC) must be coded with Shift Suffix 1 no matter what shift the employee is working.

Transaction Code	Prefix	Description

32	78	Travel Comp Time Earned

See also error message 220.

This message is performed in 219-edit-para.

NFC Action

Change Shift Suffix to `1`.

464 - Danger Pay Hours Cannot Exceed Basic Pay Hours Per Week

Code	Message
464	Danger Pay Hours Cannot Exceed Basic Pay Hours Per Week

Description

Error: Danger pay for all employees cannot exceed basic pay hours per week.

Basic pay transaction codes (TC): `01`, `04`, `05`, `11`, `19`, `26`, `35`, `36`, `37`, `38`, `50`, `59`, `60`, `61`, `62`, `63`, `64`, `65`, `66`, `67`, `68`, and `69`.

Transaction Code	Suffix	Description
`49`	`9`	Danger pay allowance

Hours are totaled by first week and second week than compared.

Department code DJ - Department of Justice

NFC Action

Reduce Number of Danger Pay Hours.

465 - Avail Pay % Must Be 25/Spec Emp Code 26/TSA Only

Code	Message
465	Avail Pay % Must Be 25/Spec Emp Code 26/TSA Only

Description

Error: Special-Employee-Code 26, employees must have an administratively uncontrollable overtime (AUO) percent of 25 on the Time and Attendance (T&A) or on the Payroll/Personnel database and can have a Fair Labor Standards Act (FLSA)-CODE E or N.

Pay Plan SV & Occupational-Series-Code 1801 & Agency TA & POI 5701 must have AUO of 25%.

Special-Employee-Code: **26** - Eligible for Availability Pay

NFC Action

Change AUO % to 25.

466 - Prefix 67 and 69 must = 26 hrs (FEMA Fire Chiefs)

Code	Message
466	Prefix 67 and 69 must = 26 hrs (FEMA Fire Chiefs)

Description

Error: Transaction codes (TC) with prefix 67 or 69 must be entered on Federal Emergency Management Agency (FEMA) Fire Chiefs Time and Attendance (T&A) Report and the total hours must equal 26.

Agency Code CB - FEMA

Occupational-Series-Code 0081 indicates firefighters. Tour of duty 112 hours indicates Fire Chiefs.

Prefix 67 Transaction Code	Description
01	Training Firefighter Pay
62	Sick Leave Federal Employees Family Friendly Leave Act (FFLA) Firefighter Pay
64	Comp (Compensatory) Used Travel Firefighter Pay
66	Other Leave Firefighter Pay
Prefix 69 **Transaction Code**	**Description**

01	Regular Time Firefighter Pay
35	Union/Contract Neg Firefighter Pay
36	Union/Midterm Neg Firefighter Pay
37	Union/Ongoing Firefighter Pay
38	Union/Grv (Government) Firefighter Pay
60	Comp Used Relg (Religion) Obsv (Observation) Firefighter Pay
61	Annual Leave Firefighter Pay
62	Sick Leave Firefighter Pay
63	Restored Annual Firefighter Pay
64	Comp Used Firefighter Pay
65	Regular Military Firefighter Pay
66	Other Leave Firefighter Pay
67	Injury Leave Firefighter Pay
68	Emerg (Emergency) Military Firefighter Pay

NFC Action

N/A

467 - Prefix 66 & 68 & TC 19 Must = 6 Hrs (FEMA Fire Ch)

Code	Message
467	Prefix 66 & 68 & TC 19 Must = 6 Hrs (FEMA Fire Ch)

Description

Error: A total of 6 hours for Transaction Code (TC) 19 or TCs with prefix 66 or 68 must be recorded on Time and Attendance (T&A) Report for Federal Emergency Management Agency (FEMA) Fire Chiefs.

Agency code CB - FEMA

Occupational-Series-Code 0081 indicates firefighter. Tour of duty of 112 hours indicates fire chiefs.

Prefix 66 Transaction Code	Description
62	Sick Leave Federal Employees Family Friendly Leave Act (FFLA) Firefighter overtime (OT) Pay
64	Comp (Compensatory) Used Travel Firefighter OT Pay
66	Time Off Used Firefighter OT Pay
Prefix 68 Transaction Code	**Description**
60	Comp Used Relg (Religion) Obsv (Observation) Firefighters OT Pay
61	Ann (Annual) Leave Firefighter OT Pay
62	Sick Leave Firefighter OT Pay
63	Restored Ann Used Firefighter OT Pay
64	Comp Used Firefighter OT Pay
65	Mil (Military) Regular Firefighter OT Pay
66	Other Leave Firefighter OT Pay
67	Injury Leave Firefighter OT Pay

NFC Action

N/A

468 - Lv Bal Excds 38 Hrs for Prefxs 66, 68 (FFighters)

Code	Message
468	Lv Bal Excds 38 Hrs for Prefxs 66, 68 (FFighters)

Description

Error: A total of 38 hours for transaction codes (TC) with prefix 66 or 68 is the maximum allowed to be recorded on Time and Attendance (T&A) Report for Federal Emergency Management Agency (FEMA) Firefighters.

Agency code CB - FEMA

Occupational-Series-Code 0081 indicates firefighter. Tour of duty of 144 hours indicates firefighters.

Prefix 66 Transaction Code	Description
62	Sick Leave Federal Employees Family Friendly Leave Act (FFLA) Firefighter overtime (OT) Pay
64	Comp (Compensatory) Used Travel Firefighter OT Pay
66	Time Off Used Firefighter OT Pay
Prefix 68 Transaction Code	**Description**
60	Comp Used Relg (Religion) Obsv (Observation) Firefighters OT Pay
61	Ann (Annual) Leave Firefighter OT Pay
62	Sick Leave Firefighter OT Pay
63	Restored Ann Used Firefighter OT Pay
64	Comp Used Firefighter OT Pay
65	Mil (Military) Regular Firefighter OT Pay
66	Other Leave Firefighter OT Pay
67	Injury Leave Firefighter OT Pay
68	Emer (Emergency) Military Leave Firefighter OT Pay

NFC Action

N/A

469 - Lv Bal Excd 106 Hrs for Prefxs 67, 69 (FFighters)

Code	Message
469	Lv Bal Excd 106 Hrs for Prefxs 67, 69 (FFighters)

Description

Error: A total of 106 hours for transaction codes (TC) with prefix 66 or 68 is the maximum that can be recorded for Firefighters.

Agency code CB - FEMA

Occupational-Series-Code 0081 indicates firefighter. Tour of duty of 144 hours indicates firefighters.

Prefix 66 Transaction Code	Description
62	Sick Leave Federal Employees Family Friendly Leave Act (FFLA) Firefighter overtime (OT) Pay
64	Comp (Compensatory) Used Travel Firefighter OT Pay
66	Time Off Used Firefighter OT Pay
Prefix 68 Transaction Code	**Description**
60	Comp Used Relg (Religion) Obsv (Observation) Firefighters OT Pay
61	Ann (Annual) Leave Firefighter OT Pay
62	Sick Leave Firefighter OT Pay
63	Restored Ann Used Firefighter OT Pay
64	Comp Used Firefighter OT Pay
65	Mil (Military) Regular Firefighter OT Pay
66	Other Leave Firefighter OT Pay
67	Injury Leave Firefighter OT Pay
68	Emer (Emergency) Military Leave Firefighter OT Pay

NFC Action

N/A

470 - Leave Not Allwd Prior to PP20, 2014 (FireFighters)

Code	Message
470	Leave Not Allwd Prior to PP20, 2014 (FireFighters)

Description

Error: Transaction codes (TC) with prefix 66, 67, 68, and 69 for Federal Emergency Management Agency (FEMA) Firefighters are not valid prior to Pay Period 20, 2014.

Agency code CB - FEMA

Occupational-Series-Code 0081 indicates firefighter. Tour of duty of 144 hours indicates firefighters.

NFC Action

N/A

472 - Telework Eligibility Not Established

Code	Message
472	Telework Eligibility Not Established

Description

Error: Transaction code (TC) 54, Telework-Routine, was entered on the Time and Attendance (T&A) but the employee's Eligible to Participate in Telework Indicator (Telework-Elig-Ind on Salary) is N, Not Eligible, or has not been updated.

TC 54, Telework, or TC 54, Suffix 01, Telework - Situational

NFC Action

TC 54, will not be used to calculate the employee's biweekly salary payment. There will be no accounting entered for this TC. Hours and Prefix code must be entered when TC 54 is used.

Generates a non-fatal error message on the CULP0099 report to the Timekeeper advising what action needs to be taken.

475 - TC 17 Must Be 20 Hours if Special Employee Code = B1

Code	Message
475	TC 17 Must Be 20 Hours if Special Employee Code = B1

Description

Error: Transaction codes (TC) 17 must be 20 hours if the Special Employee code = (equals) **B1**.

NFC Action

Force accept message code: **N**

476 - TC 17 Must Be 10 Hours if Special Employee Code = B2

Code	Message
476	TC 17 Must Be 10 Hours if Special Employee Code = B2

Description

Error: Transaction codes (TC) 17 must be 10 hours if the Special Employee code = (equals) **B2**.

NFC Action

Force accept message code: **N**

477 - TC 17 is Not Valid for Special Employee Code B3

Code	Message
477	TC 17 is Not Valid for Special Employee Code B3

Description

Error: Transaction codes (TC) 17 is not valid for Special Employee code **B3**.

NFC Action

Force accept message code: **N**

478 - TC 17, Prefix 85 Must Be < = 10 Hours, and SEC = B1

Code	Message
478	TC 17, Prefix 85 Must Be < = 10 Hours, and SEC = B1

Description

Error: Transaction codes (TC) 17, with prefix 85 must be < (less) = (equal) 10 hours, and Special Employee code = B1.

NFC Action

Force accept message code: **Y**

479 - TC17 Prefix 85 Is Only Valid For Spec Empl Code B1

Code	Message
479	TC17 Prefix 85 Is Only Valid For Spec Empl Code B1

Description

Error: Transaction codes (TC) 17, with prefix 85 is only valid for Special Employee code **B1**.

NFC Action

Force accept message code: **N**

480 - TC 41, Prefix 11 or 12 Not Valid on T&A

Code	Message
480	TC 41, Prefix 11 or 12 Not Valid on T&A

Description

Error: Transaction codes (TC) 41, with prefix 11 or 12 is not valid on T&A.

NFC Action

Force accept message code: **N**

481 - Spec Empl Code B1 Requires 100 Base Hours

Code	Message
481	Spec Empl Code B1 Requires 100 Base Hours

Description

Error: Special Employee code **B1** requires a minimum of 100 base hours.

NFC Action

Force accept message code: **N**

482 - Spec Empl Code B2 Requires 90 Base Hours

Code	Message
482	Spec Empl Code B2 Requires 90 Base Hours

Description

Error: Special Employee code B2 requires a minimum of 90 base hours.

NFC Action

Force accept message code: **N**

483 - TC 21 Prefix 83 Must Be = < Obligated Debt Balance

Code	Message
483	TC 21 Prefix 83 Must Be = < Obligated Debt Balance

Description

Error: Transaction codes (TC) 21, with prefix 83 must be equal or less obligated debt balance.

NFC Action

Force accept message code: **N**

484 - TC 21 Prefix 17 Cannot Exceed Hrs For TC 17 83

Code	Message
484	TC 21 Prefix 17 Cannot Exceed Hrs for TC 17 83

Description

Error: Transaction codes (TC) 21, with prefix 71 can not exceed total hours in pay period for TC 17, prefix 83.

NFC Action

Force accept message code: **N**

485 - TC32 Prfx 80 Is Only Valid For SEC's B1 and B2

Code	Message
485	TC32 Prfx 80 Is Only Valid For SEC's B1 and B2

Description

Error: Transaction codes (TC) 32, with prefix 80 is only valid for Special Employee codes **B1** and **B2**.

NFC Action

Force accept message code: **N**

486 - TC64 Prefix 71 Is Only Valid For SEC's B1 and B2

Code	Message
486	TC64 Prefix 71 Is Only Valid For SEC's B1 and B2

Description

Error: Transaction codes (TC) 64, with prefix 71 is only valid for Special Employee Codes **B1** and **B2**.

NFC Action

Force accept message code: **N**

487 - TC64 Prefix 80 Is Only Valid For SEC's B1 and B2

Code	Message
487	TC64 Prefix 80 Is Only Valid For SEC's B1 and B2

Description

Error: Transaction code (TC) 64, with prefix 80 is only valid for Special Employee codes **B1** and **B2**.

NFC Action

Force accept message code: **N**

488 - TC64 Prefix 83 Is Only Valid For SEC's B1 and B2

Code	Message
488	TC64 Prefix 83 Is Only Valid For SEC's B1 and B2

Description

Error: Transaction code (TC) 64, with prefix 83 is only valid for Special Employee codes **B1** and **B2**.

NFC Action

Force accept message code: **N**

489 - BPAPRA Comp Leave YTD Bal Cannot Exceed 240 Hours

Code	Message
489	BPAPRA Comp Leave YTD Bal Cannot Exceed 240 Hours

Description

Error: BPAPRA Comp (Compensatory) leave YTD (year-to-date) bal (balance) cannot exceed 240 hours.

NFC Action

Force accept message code: **N**

490 - TC 21-71 Hrs Cannot Exceed TC 71 72 73 & 74 Hrs

Code	Message
490	TC 21-71 Hrs Cannot Exceed TC 71 72 73 & 74 Hrs

Description

Error: Transaction codes (TC) 21, with prefix 71 can not exceed total hours in pay period for TCs **71**, **72**, **73**, and **74** hours.

NFC Action

Force accept message code: **N**

491 - TC 17-71 Hrs Cannot Exceed TC 71 72 73 74 Hrs

Code	Message
491	TC 17-71 Hrs Cannot Exceed TC 71 72 73 74 Hrs

Description

Error: Transaction codes (TC) 17, with prefix 71 can not exceed total hours in pay period for TCs **71**, **72**, **73**, and **74**.

NFC Action

Force accept message code: **N**

492 - TC 64 Prefix 83 Must Be = < Obligated Debt

Code	Message
492	TC 64 Prefix 83 Must Be = < Obligated Debt

Description

Error: Transaction codes (TC) 64, with prefix 83 must be equal less then obligated debt.

NFC Action

Force accept message code: **N**

493 - Transaction Lines Exceed 45

Code	Message
493	Transaction Lines Exceed 45

Description

Error: Transaction lines exceed 45.

NFC Action

Force accept message code: **N**

494 - TC 17-87 Valid Only for Existing CBP Sec B1 B2 B3

Code	Message
494	TC 17-87 Valid Only for Existing CBP Sec B1 B2 B3

Description

Error: Transaction code (TC) 17, with prefix 87 (Irregular Overtime - Substitute for Debt) combination, will be used to offset Within Tour Overtime Not Worked in the same Pay Period or to reduce an existing Obligated Debt Balance.

Valid only for Customs and Border Protection (CBP) and Border Patrol Agents (BPA) with existing Special Employee codes **B1**, **B2**, and **B3**.

NFC Action

Force accept message code: **N**

495 - TC 17-88 Valid Only for Existing CBP Sec B1 B2 B3

Code	Message
495	TC 17-88 Valid Only for Existing CBP Sec B1 B2 B3

Description

Error: Transaction code (TC) 17, with prefix 88 (Irregular Overtime - Substitute for Leave Without Pay (LWOP)) combination, will be used to offset LWOP, Furlough, Absent Without Leave (AWOL), or Suspension hours recorded within the same pay period. Supplemental Pay will only apply to hours substituted for LWOP and Furlough.

Valid only for Customs and Border Protection (CBP) and Border Patrol Agents (BPA) with existing Special Employee codes **B1**, **B2**, and **B3**.

NFC Action

Force accept message code: **N**

496 - TC 17-88 <= Total for TCs 71 72 73 & 74 in PP

Code	Message
496	TC 17-88 <= Total for TC's 71 72 73 & 74 in PP

Description

Error: Transaction code (TC) 17, with prefix 88 (Irregular Overtime - Substitute for Leave Without Pay (LWOP)) will not allow more time to be recorded than there is for TCs **71**, **72**, **73**, and **74** in the same pay period.

Valid only for Customs and Border Protection (CBP).

NFC Action

Force accept message code: **N**

497 - Not Enough Disabled Veteran Leave Balance

Code	Message
497	Not Enough Disabled Veteran Leave Balance

Description

Error: The employee does not have enough available Disabled Veteran Leave on the database to use on T&A.

NFC Action

Force Accept message code: **N**

498 - Irregular OT TC 17-87 Hrs > BPA Obligated Debt

Code	Message
498	Irregular OT TC 17-87 Hrs > BPA Obligated Debt

Description

Error: Transaction code (TC) 17, with prefix 87 (Irregular Overtime - Substitute for Debt) not allowed if the Obligated Debt Balance is zero or less than the hours submitted on the T&A.

Valid only for Customs and Border Protection (CBP).

NFC Action

Force Accept message code: **N**

499 - CBP TC 17-87 & 17-88 Eff Start Date > = PP06 2017

Code	Message
499	CBP TC 17-87 & 17-88 Eff Start Date > = PP06 2017

Description

Error: Transaction code (TC) 17, with prefix 87 (Irregular Overtime - Substitute for Debt) or TC 17, with prefix 88 (Irregular Overtime - Substitute for Leave Without Pay (LWOP)) not allowed to be used on new or corrected T&As prior to Pay Period 06 of 2017, (March 19, 2017).

Valid only for Customs and Border Protection (CBP).

NFC Action

Force Accept message code: **N**

500 - New TC/PREFIX 6270 6271 6272 Eff Start PP20 (10/01/20)

Code	Message
500	New TC/PREFIX 6270 6271 6272 Eff Start PP20 (10/01/20)

Description

Edit for TIME to compute the Paid Parental Leave (PPL) entitlement hours using the formula 12 weeks X (Tour of Duty/2) = Total PPL Hours. Based on the prefix used with TC 62, TIME could possibly compute up to 3 PPL Total Hours (1 for each Type of PPL allowed: 70-Birth, 71-Adoption, and/or 72-Fostering). For firefighters, the Tour of Duty would include the AUO/AP STANDBY HOURS WK(1) and AUO/AP STANDBY HOURS WK(2).

If prefix 70-72 with TC 62 is included on the T&A, and the PPL Balance is blank, TIME will compute the total PPL hours and update the prefix, PPL Balance, Start PP, and Start Year.

If the prefix 70-72 with TC 62 is included on the T&A, and the PPL Balance contains hours or zeros, TIME will not compute the total PPL hours and will not update the prefix, PPL Balance, Start PP, and Start Year. PAYE will reduce the PPL Balance each pay period by the PPL hours that are used.

NFC Action

Force Accept message code: **N**

501 - Not enough Parental Leave Birth Balance

Code	Message
501	Not enough Parental Leave Birth Balance

Description

Edit to validate that PPL Hours Used do not exceed the available balance and that valid prefixes are used. Prefix usage is not allowed prior to PP20, 2020 processing.

NFC Action

Force accept message code: **N**

502 - Not enough Parental Leave Adopt Balance

Code	Message
502	Not enough Parental Leave Adopt Balance

Description

Edited to validate that PPL Hours Used do not exceed available balance and that valid prefixes are used. Prefix usage is not allowed prior to PP20, 2020, processing.

NFC Action

Force accept message code: **N**

503 - Not enough Parental Leave Foster Balance

Code	Message
503	Not enough Parental Leave Foster Balance

Description

Edit to validate that PPL Hours Used do not exceed available balance and that valid prefixes are used. Prefix usage is not allowed prior to PP20, 2020, processing.

NFC Action

Force accept message code: **N**

Index

1

2

3

461 - T/C 41 Not Allowed as Only Pay T/C on Split T&A • 188

462 - Sick Leave Donated Exceeds 80 Hr Balance • 189

463 - Travel Comp Earned Suffix Must Be 1 • 189

464 - Danger Pay Hours Cannot Exceed Basic Pay Hours Per Week • 190

465 - Avail Pay % Must Be 25/Spec Emp Code 26/TSA Only • 190

466 - Prefix 67 and 69 must = 26 hrs (FEMA Fire Chiefs) • 191

467 - Prefix 66 & 68 & TC 19 Must = 6 Hrs (FEMA Fire Ch) • 192

468 - Lv Bal Excds 38 Hrs for Prefxs 66, 68 (FFighters) • 193

469 - Lv Bal Excd 106 Hrs for Prefxs 67, 69 (FFighters) • 194

470 - Leave Not Allwd Prior to PP20, 2014 (FireFighters) • 196

472 - Telework Eligibility Not Established • 196

475 - TC 17 Must Be 20 Hours if Special Employee Code = B1 • 197

476 - TC 17 Must Be 10 Hours if Special Employee Code = B2 • 197

477 - TC 17 is Not Valid for Special Employee Code B3 • 197

478 - TC 17, Prefix 85 Must Be < = 10 Hours, and SEC = B1 • 198

479 - TC17 Prefix 85 Is Only Valid For Spec Empl Code B1 • 198

480 - TC 41, Prefix 11 or 12 Not Valid on T&A • 198

481 - Spec Empl Code B1 Requires 100 Base Hours • 199

482 - Spec Empl Code B2 Requires 90 Base Hours • 199

483 - TC 21 Prefix 83 Must Be = < Obligated Debt Balance • 199

484 - TC 21 Prefix 17 Cannot Exceed Hrs For TC 17 83 • 200

485 - TC32 Prfx 80 Is Only Valid For SEC's B1 and B2 • 200

486 - TC64 Prefix 71 Is Only Valid For SEC's B1 and B2 • 200

487 - TC64 Prefix 80 Is Only Valid For SEC's B1 and B2 • 201

488 - TC64 Prefix 83 Is Only Valid For SEC's B1 and B2 • 201

489 - BPAPRA Comp Leave YTD Bal Cannot Exceed 240 Hours • 201

490 - TC 21-71 Hrs Cannot Exceed TC 71 72 73 & 74 Hrs • 202

491 - TC 17-71 Hrs Cannot Exceed TC 71 72 73 74 Hrs • 202

492 - TC 64 Prefix 83 Must Be = < Obligated Debt • 203

493 - Transaction Lines Exceed 45 • 203

494 - TC 17-87 Valid Only for Existing CBP Sec B1 B2 B3 • 203

495 - TC 17-88 Valid Only for Existing CBP Sec B1 B2 B3 • 204

496 - TC 17-88 <= Total for TCs 71 72 73 & 74 in PP • 204

497 - Not Enough Disabled Veteran Leave Balance • 205

498 - Irregular OT TC 17-87 Hrs > BPA Obligated Debt • 205

499 - CBP TC 17-87 & 17-88 Eff Start Date > = PP06 2017 • 205